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RECONSTRUCTION PROBLEMS

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TWO PENCE

MINISTRY OF
RECONSTRUCTION

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This pamphlet, as its title indicates, is designed to help ex-Officers and ex-Service men of similar educational qualifications in solving the problems connected with their return to civil life. It contains, in a revised and amplified form, all the information concerning the civil side of resettlement which was given in pamphlets No. 12 (i) and (ii), but the details concerning demobilisation are omitted.

May 22nd, 1919.

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OFFICERS' GUIDE TO CIVIL CAREERS

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Officers' Guide to Civil Careers

I.—INTRODUCTION.

THERE is no royal road to fortune. Civil careers are not to be had for the asking to-day either by ex-officers or any one else. It would be doing ill-service to the readers of this pamphlet if we did not seek to disabuse their minds immediately of any lurking notion they may have that their future can be made easy for them. For the fit civilian there is only one passport to a successful career, and that is personal efficiency. Without that the best-devised schemes of assistance must fail. The State can and will help, but it can only help those who are ready to help themselves. Under the abnormal economic conditions brought about by four years of industrial and commercial dislocation organised effort can to some extent simplify the difficult and complicated process of restoring the nation's brain-power to civil life.

It is the aim of this pamphlet to make clear to the officer the actual circumstances in which he will find himself after demobilisation ; to indicate the main channels by which he may enter upon or resume his vocation ; to summarise briefly the means of financial assistance that are available to him ; to give some slight account of the prospects in various walks of life ; to describe the functions of the official Appointments Department, which aims at bringing him into touch with possible employers or at providing him with opportunities of training ; and, in general, to give him information, or put him on the track of information, likely to be useful to him.

The term "Officer," unless clearly employed in the technical sense, must be understood throughout to apply not only to those who have held commissioned rank in the Services but equally to those of other ranks whose educational qualifications fit them for the same type of work. There is, unfortunately, no word or phrase which adequately describes the type of man contemplated under the schemes to which reference is made in the following pages ; but, roughly, it is the brain-worker who is

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meant as distinct from the manual worker, the salary-earner as distinct from the wage-earner, for whom necessarily a different machinery of resettlement has been devised. The facilities that are offered, for instance, by the Appointments Department are in all cases described as applying to "Officers and men of similar educational qualifications."

"A SUBALTERNS' PEACE."

It is recognised as a national obligation to restore such men as these to their civil occupations as smoothly and as speedily as possible. But it is more than an obligation, it is also a matter of national expediency, for it is vital to the country that its ablest, most intelligent and most energetic citizens should find their place in the peace-time work of the nation with the least possible delay. It was said repeatedly of the greatest war in history that "This is a subalterns' war." Using the word in its broadest implications, one might say with equal truth that "This is a subalterns' peace." The task of building up the nation anew, whether in commerce, industry, science, or the arts, will fall upon the shoulders of the young men who were the leaders of men on the battlefield. They will have to fight this time their own battles as well as their country's, and on their individual qualifications will depend equally their own future and the future of their country. This is recognised generally by the nation at large, and by those who are responsible for the direction of affairs, and it is appreciated that the resettlement of Officers—of the national brain-power—is one of the most important tasks of Reconstruction with which we are confronted to-day.

It is no simple task. There is no simple, catchpenny solution of such a problem. Difficult as is the whole question of the resettlement of man-power, this branch of it is by far the most difficult because of the personal element involved. This may be made clear by mention of one fact. The type of man with whom we are dealing is in practically no case engaged by an employer except after a personal interview. In other words, his suitability is judged ultimately by his personality. While an employer might readily engage a squad of riveters or bricklayers or compositors or boilermakers without setting eyes on them, no employer would appoint a single manager or traveller or secretary or clerk without first interviewing him. The better educated a man is, the more highly developed is his individuality. The case of every Officer is an individual case. The problem of resettling some 400,000 Officers is not one problem but 400,000 problems.

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THE EMPLOYER'S DIFFICULTIES.

These are general considerations. When we come to the particular conditions obtaining to-day, the difficulties of the situation become even more apparent. Educated men are being thrown upon the labour market by the score of thousands at a time when industry was never less capable of absorbing them. For over four years practically the whole of the country's normal business has been thrown completely out of gear. The process of returning to normal conditions is inevitably a slow and complicated one, for it is undoubtedly true that "the world is out of joint." On all sides the employer has found himself handicapped by restrictions, the inevitable outcome of war, which it is only possible to remove by degrees. Prices are high but falling, therefore the manufacturer is afraid to produce goods which he may have to sell at a loss; the financial position is delicate, capital for new enterprises can only be borrowed at a high rate of interest; labour of the right sort is not always easy to obtain; wages and taxation are high; the European situation is uncertain; there has been a haunting fear of labour unrest; the task of reconverting machinery to its peace-time uses has been a laborious and lengthy one. These are a few of the factors that have tended to make employers hesitate to embark on new enterprises and to employ new men. And there is yet another factor: very many employers have declined, quite rightly, to appoint new men until all their pre-war employees have been absorbed.

A WARNING TO EMPLOYERS.

Yet, even though the present may not be the most propitious time for engaging new staffs, there is one warning that may opportunely be addressed to employers. In the long run their excess of caution may prove unprofitable. Let them take heed lest the best brains of the country slip out of their grasp. There were big men capable of big things in our fighting services, men with a genius for administration, men who were born leaders of men, managers of men. High salaries have been offered to such men in the Colonies, in South America, in the United States, and some of the best men have been tempted to take up appointments overseas. Though openings of this kind are not plentiful, it would be false economy indeed, if men of this stamp were lost to the country owing to the failure of our leaders of industry to recognise their worth in time.

And this is not all. It is not only in foresight that our employers appear lacking. It is not easy, now that the stimulus

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of national danger is removed, to maintain the fine spirit of citizenship which animated all classes during the fighting years. Employers have not forgotten their duty to their own employees who laid aside all for their country. But they have hardly been brought to realise that the debt owed by every man who stayed at home and prospered to every man who went out to fight is not paid until the thread of all those interrupted lives has been resumed. "Give them a chance" should be the watchword of the employer. The returned Officer does not want charity or compassion, but he does want his chance to make good. That is what the broad-minded employer, who is a judge of men, should be able to give him.

THE QUESTION OF SALARY.

Most of the obstacles to resettlement are incidental to the transition period between war and peace, the period of virtual stagnation, and it is perhaps not being unduly optimistic to suggest that the worst is over and that the situation may be expected slowly to improve. But the years of reconstruction will be arduous years of keen competition. With the best will in the world employers cannot be expected to employ men and pay them for any qualifications they possess other than those which fit them for the work they are called upon to perform.

There has hitherto been a tendency, among young Officers especially, to assess their civilian worth by the standard of their military pay and allowances. Such young men should be warned that their military pay is no criterion whatever of their value in civilian life. If they were really worth their pay in the Service, they will probably have an opportunity of showing their worth to their employer and benefit accordingly. For the most part, however, young Officers have been drawing rates of pay considerably higher than they could have earned as civilians. Youths earning £80 or £100 a year until they joined the Army suddenly found themselves drawing as subalterns a minimum of £280 (reckoning lodging, light, fuel, food and service as worth only 5s. 3d. a day). What have they to offer a civilian employer in exchange for £5 10s. a week? What technical qualifications or administrative ability do they really possess in addition to their soldierly qualities? That is what they must ask themselves before they assess their civilian worth.

SAVE YOUR GRATUITIES.

The average fit young Officer, especially the youth who entered the Service straight from school or the University, would be well advised to make up his mind at once to a hard

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truth. From the day he is demobilised his pay, which reached him so regularly and easily every month, ceases to exist. He is now dependent upon himself with only his savings, if any, and his service gratuity to tide him over the incalculable interval of unemployment. Even the most efficient may have to wait many weeks until they secure an appointment which suits them. It is essential to realise that, however great is the temptation to spend the gratuity money luxuriously, such action is in the highest degree imprudent.

OPPORTUNITIES OF TRAINING.

It is tolerably clear then that many months must pass before the brain-power of the country can be completely reabsorbed in the country's work. It may be assumed that for the most part those with the best equipment for civil vocations will be the earliest to secure appointments, while those least equipped will be left without employment. This last class includes that large section of the population ranging from about 19 to 26 years of age whose training or education for a career either was not finished or was never begun when they entered the Service. More than ever in the present state of the world's affairs does the country need trained men to-day. It is one of the two main functions of the Appointments Department of the Ministry of Labour to assist in the administration of an extensive scheme of training and education.

THE NATURE OF THE PROBLEM.

There are three classes of Officer who will need little or no assistance after demobilisation—those who are returning to appointments which have been kept open for them; those who possess independent means; and those who are returning to their own business or profession. But there will be a far larger number to whom none of these conditions applies. The experience of the last few months shows that they fall into the following main classes :—

- (a) Those who when they entered the Service had not, by reason of their youth, entered upon or commenced training for any career.
- (b) Those whose education or training was interrupted.
- (c) Those who for other reasons have no definite post awaiting them.
- (d) Those who are disabled from returning to their former occupations.

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- (e) Those who are unwilling to resume their former occupations—a large class of Officers whose talents have been afforded wider scope and whose social position has been bettered by the chances of war.
- (f) Officers retired from the Regular Forces.
- (g) Those who have married during the war and now feel the pressure of their new responsibilities.

All these classes of Officers will need some form of assistance to enable them to make a fair start in civil life, though it is not in every case easy to determine how they may most effectively be helped. (a) and (b) For those who require further training or education extensive facilities are offered (*see* p. 14). (c) The machinery of the Appointments Department (*see* p. 12) is at the disposal of those who, though skilled in some particular business or profession, have no definite post awaiting them. (d) The case of the disabled receives special consideration by the Department acting in close co-operation with the Ministry of Pensions. (e) Those who feel an unwillingness to resume their former occupations should remember that, save in very exceptional circumstances, there need be nothing derogatory in going on where they left off. Their wider outlook and their experience in dealing with men will render them far more valuable to their employers and should aid them in securing rapid promotion. (f) Ex-Regular Officers, whose qualifications for civil life are for the most part of a very special nature, depend mainly upon their personality and record to impress a potential employer. There are a limited number of posts in the State and Municipal Services for which such men would be suited (*see* p. 19), and there is, of course, the machinery of the Appointments Department for bringing them into contact with employers. (g) Finally there are the very difficult cases of the young officers who under the stress and excitement of war plunged recklessly into matrimony. Emigration would seem to be the least unsatisfactory solution in many of these cases, which are carefully and sympathetically considered by the administrators of the Appointments Department.

But, when all is said and done, the prospects of the vast majority of ex-Officers depend upon their own personalities. The State can guide, assist and offer opportunities, but, except to a very limited extent, it is not and cannot be their employer. In the long run the ordinary competitive processes will reduce the employment problem to its normal pre-war dimensions and

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the prizes will go to the best-equipped. Training, education and character will be more than ever the determining factors.

II.—GRATUITIES AND SPECIAL GRANTS.

Before proceeding to consider the prospects of the ex-Officer, it will be useful to refer briefly to the capital which will be placed at his disposal by the State. It may be pointed out that the issue of a Service Gratuity is designed to compensate the citizen, to some extent, for the dislocation of his civil career caused by military service. The recipient therefore cannot be too strongly urged to regard the gratuity as capital, by means of which he will set himself on his feet again, or as an emergency fund on which he will draw pending the restoration of his normal income.

The financial benefits available after demobilisation fall into four main headings :—

- A. Service Gratuities.
- B. Special Assistance.
- C. Training Grants.
- D. For Disabled ex-Officers : Wound Gratuities, Wound Pensions, Retired Pay (on account of disablement), Disablement Gratuities, Special Grants, etc.

An account of the State scheme of financial assistance for Training and Education (C) will be found in Section IV below. Particulars of the benefits offered to Disabled Officers (D) may be found in the *Disabled Officers' Handbook*, issued by the Ministry of Pensions, Westminster House, Millbank. (If applying for a *Handbook*, state whether a Naval or Army Officer.)

A.—SERVICE GRATUITIES.

The gratuities issuable to Officers of the Navy, Army and Air Force on demobilisation are entirely independent of and additional to the payments made under any other heading.

I.—ROYAL NAVY.

Gratuities on the following scales have been approved for the undermentioned Officers in respect of their service during the war :—

- (a) All* Officers (whether permanent or temporary) of the R.N.R. and R.N.V.R. and Officers granted temporary

* These particulars are not applicable to Officers serving under T. 124 and variant Agreements and Temporary Surgeon-Lieutenants, in respect of whom special Regulations have been promulgated. They are applicable to Temporary M.O.'s above the rank of Surgeon-Lieutenant and all M.O.'s who belonged to the Permanent R.N.V.R.

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commissions in the R.N. and in the R.M. (including Officers of Naval Warrant Rank, entered direct or promoted from temporary ratings) receiving Naval rates of pay from Naval funds—

For the first year's commissioned service

or part of a year's service 124 days' pay

For each subsequent year's service, or

part of a year's service 62 days' pay

- (b) All Officers on the Retired or Emergency Lists of the R.N. and Reserve Officers of the R.M. employed during the war—

For every year's service or part of a year's

service 31 days' pay

The grant is based on the full pay (exclusive of all allowances and bonus) of the acting or confirmed rank held by the Officer at the date of demobilisation or if such is after the 11th November, 1918, the rate on the latter date, if more advantageous to the Officer. The period of service forming the bases of the grant is confined to Full Pay Service, up to 3rd August, 1919, or the statutory date of the termination of the war, whichever is the earlier.

Subject to certain conditions, Officers eligible for a gratuity will be granted the benefit of any Acting Rank either (a) held by them during their war service for at least six months, or (b) relinquished on account of wounds or disablement.

An Officer eligible for a gratuity who has previously during the war served as a rating will receive a gratuity on the scale of his rating for the period of his service before he was commissioned.

Officers whose services have been terminated for unsatisfactory conduct, inefficiency or other causes, which, in the opinion of the Admiralty, disqualify them, are ineligible for the grant.

In any matter not affecting the scales herein laid down the Admiralty shall be the sole administrators and interpreters of the rules for the assessment of the War Gratuities and of the eligibility of any Officer or class of Officers for the same.

II.—ARMY AND R.A.F.

Subject to the detailed conditions laid down in §§496-501 of the Pay Warrant and to the further information contained in A.O. 406 of 1915 and A.O. 303 of 1917, the scale of gratuities will be as follows :—

- (a) Retired Officers (who retired with retired pay or gratuity) compulsorily recalled to service :

31 days' pay for every year of service or any part of year.

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- (b) Officers of the Special Reserve, Territorial Force and New Armies (except a few special classes for which no gratuity is admissible):

124 days' pay for the first year or part of year of commissioned service, *plus* 62 days' pay for each further year or part of year.

For the purpose of such gratuity pay shall not include allowances (except in the case of Officers drawing consolidated rates) or any pay additional to the regimental, departmental or staff pay of the officer's permanent or temporary (*not* acting) rank on the day he is demobilised.

An Officer who served in the ranks before being commissioned is entitled to a gratuity on the scale of his rank for the period prior to the date of his commission. Forms of claim may be obtained at any Post Office.

- (c) Special gratuities are payable under §572A of the Pay Warrant to Officers who, before being commissioned, were serving as W.O.'s or N.C.O.'s in the Regular Army, according to the length of their service.

B.—SPECIAL ASSISTANCE.

It has been decided to continue in existence for a limited period the Military Service (Civil Liabilities) scheme, which was brought into operation during the war to deal with cases of special hardship arising from service in the Forces. Under this scheme application may be made by any Officer or man (other than a Retired Officer recalled to duty) who, having joined H.M. Forces after 3rd August, 1914, is unable, by reason of his undertaking military service, to meet his financial obligations and is thereby exposed to serious hardship.

Assistance may be granted:—

- (a) In respect of the following obligations: Rent; Interest and Instalments payable in respect of loans (including Mortgages); Instalments for the purchase of a house, business premises, furniture, etc.; Taxes; Rates; Insurance; School Fees.
- (b) Or, alternatively, in the case of one who had a business of his own before he joined the Forces, towards the purchase of stock-in-trade, shop-fittings or the like to enable him to resume business.

No application can be considered in respect of ordinary debts, nor can the Department undertake to help a man who was previously an employee to start a new business. The *maximum* individual grant is £104.

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Applicants will fill up Resettlement Form A, which is to be obtained from any Post Office or Employment Exchange. When completed, the form must be sent to the Commissioner for *the district in which the applicant resides*. A list of Commissioners' addresses can be inspected at the Post Office or Exchange.

A disabled Officer who is in receipt of a pension and is incapable owing to his disability of returning to his old occupation may obtain help with a view to setting up in a new line of business. Application should be made direct to the Civil Liabilities Department, 1, Savoy Place, Victoria Embankment, W.C. 2. (N.B.—Only disabled Officers make direct application.)

III.—THE APPOINTMENTS DEPARTMENT.

The Appointments Department is a branch of the Ministry of Labour which was set up to deal specifically with the problems connected with the Resettlement in civil life of Officers and men of similar qualifications for administrative, professional and business positions. The Department has two main functions apart from its work in connection with actual demobilisation.

- (1) To advise applicants as to the careers for which they are best qualified and to provide exact information regarding facilities for training.
- (2) To bring together employers and those seeking employment under the conditions most favourable to both.

The headquarters of the Department is at St. Ermin's Hotel, Caxton Street, Westminster, S.W. 1, but officers (except Naval Officers and those seeking Overseas appointments) are requested not to apply to headquarters but to the District Directorate for their county (*see below*).

To meet the case of Naval Officers a "Naval Advisor" (Commander E. L. B. Lockyer, D.S.O.) is attached to headquarters, and Naval Officers are invited to visit him at St. Ermin's Hotel for advice on questions of re-settlement. Special arrangements have been made for the resettlement of Officers in the Mercantile Marine (*see p. 41*).

The Appointments Department works in close co-operation with the Ministry of Pensions in regard to the training and employment of disabled Officers (*see p. 18*). It is in touch with the Appointments Boards of all Universities and with an increasing number of other professional societies and organisations, with whom information is interchanged.

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The work of the Appointments Department is carried out through a number of District Directorates in the principal centres of the United Kingdom. Each Officer is allocated to a District according to the county in which he is domiciled. The Department's work is further decentralised by means of branch offices radiating from each District Directorate. (The Headquarters for all the Welsh counties and Monmouth, for instance, is D.D. 4 at Cardiff, but there are also branches at Aberystwyth, Bangor, Newport, Swansea and Wrexham.) A list of District Directorates and Branch Offices is given in Appendix I, and an index of counties showing the Directorate to which each belongs in Appendix II. (This information is available at every Post Office.)

Though the Department is primarily intended to serve the interests of Officers, civilians will not be denied the opportunity of availing themselves of its services.

The Department does not rely on official machinery alone. Not only is there a staff of interviewing Officers at each District Directorate, but there are also the recently organised Interviewing Boards. These Interviewing Boards consist of experienced professional and business men who are generously lending their services to the State. All applicants for assisted training are sent before these Boards and applicants for employment may, on their own request, be referred to them for specialist advice.

For advice of a more general nature, for information as to existing vacancies (whether in his own District or elsewhere in the United Kingdom or Overseas) and as to forms of training for which the Ministry of Labour is not responsible, he has the resources of the Appointments Department at his disposal. It is therefore of the utmost importance that every Officer who wishes to use the Department should get into direct personal touch with his District Directorate at the earliest possible moment and should keep in touch with it.

The necessity for this is obvious. The completion of forms is essential for purposes of record, but it is only by a personal interview that an applicant's qualifications can in most cases be estimated; and as a preliminary to arranging meetings with possible employers a personal interview is invaluable. When there is at the moment no suitable vacancy for any applicant or if an interview with a local employer has not resulted in an appointment, particulars of his qualifications and experience are sent to headquarters and connected with vacancies in other districts.

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If he desires a form of training for which some other Government Department is responsible (*e.g.*, the Board of Agriculture or the Board of Education), he is given the appropriate special form of application and directed to the local representative of the Department.

Or again, the Appointments Department is willing to get in touch on behalf of an Officer overseas with any possible employer, if the Officer thinks a preliminary interview desirable.

The Department has been instrumental in securing special concessions and exemptions for ex-Service men from a large number of professional bodies and educational institutions. In the short term of its existence it has acquired and co-ordinated a mass of valuable information, such as has never before been readily accessible, concerning the conditions and prospects obtaining in the various industries and professions, the mode of entry, the expenses involved and the facilities for training.* It has become, in fact, a bureau of authoritative information on the whole vastly important subject of "careers for educated men."

In short the Appointments Department, in addition to acting as an agency between the Employer or the Educational Institution and the Officer, is designed also to assist the Officer with information or advice in every matter affecting his resettlement. What it cannot and does not undertake to do, however, is to create appointments. With the restoration of better trade conditions it may be assumed that there will be more and more openings for qualified men. The Appointments Department provides the machinery for supplying the increasing national demand for qualified men in the higher ranks of industrial, commercial, business and professional life. The machinery is there. It is for the employer and the man in search of a career to use it to the best advantage.

IV.—FINANCIAL ASSISTANCE FOR TRAINING.

It is recognised as a matter of urgent national importance that the losses in the supply of trained and educated men should, as far as possible, be repaired. These losses are due to three main

* From the information thus acquired has been prepared a compendious volume, entitled, *A Record of Opportunity*, which is available for consultation at every office of the Appointments Department, Education Officers in the Army and R.A.F., and Commanding Officers of ships and naval establishments have also been furnished with copies.

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causes—(a) casualties, (b) suspension or postponement of education, (c) impairment of professional efficiency. It is further regarded as a national necessity in the case of the disabled to diminish the degree of their dependence and to make them, physically and mentally, as efficient as possible.

These main considerations govern the scheme to *provide State funds for the Higher Education and Training of Officers and men of educational promise.*

The scheme applies only to those of British nationality who have served during the war in the Naval, Military or Air Forces of the Crown, for which payment is made out of monies provided by the Parliament of the United Kingdom. Officers and men of Overseas Forces not so paid are *not* included in the scope of the scheme.

The general conditions and main principles of assessment are as follows :—

- (a) The types of training contemplated comprise—
 - (1) Courses of higher education in Universities, Colleges and other institutions ;
 - (2) Practical training in offices, works and professional employments ;
 - (3) Agricultural training at colleges or on farms.

In every case the institution, office, etc., and the course of study must be approved by the Government Department concerned, and the educational or training body must declare its readiness to admit the candidate to a course of study. The candidate must show such promise as will justify, if need be, assistance from public funds.

- (b) The annual sum granted will be assessed with a view to covering the fees for the course and the cost of maintenance during the period of training, including term-time and vacation. This sum will not, save in exceptional circumstances, exceed £50 for fees and £175 for maintenance.
- (c) No account will be taken of any service gratuity, wound gratuity, wound pension, disability retired pay or disablement pension, but account *will* be taken of any assistance accruing from scholarships and grants from public or voluntary funds other than those mentioned. Account will also be taken of the extent to which the candidate or his parents or friends, who would under normal conditions have met the whole or part of the charges involved, may reasonably be expected to contribute for the purpose.

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- (d) Consideration will be given to the length of the period for which war service interrupted the candidate's career.
- (e) In the case of married candidates an additional annual allowance may be made at the rate of £25 for a wife; and £24 towards the maintenance of each child under sixteen, up to a maximum of £96.

Candidates' claims will be submitted on Naval Form S. 1299, or Army Form Z.15, or on a D.O. Form to be obtained on application to any District Directorate. He will then receive the Special Form of application appropriate to the course he desires to follow.

No application received after 31st December, 1919, can be considered unless it can be shown that military reasons prevented application before that date.

Similar arrangements are now in operation in special cases to enable students to be placed in Universities, Colleges, offices, farms, etc., overseas. Particulars may be obtained from the Overseas Appointments Bureau, St. Ermin's Hotel (*see also* p. 52).

(1) HIGHER EDUCATION.

That part of the scheme which involves full-time courses of education in universities, university colleges, technical and polytechnic institutes and other public institutions for higher education will (with certain exceptions) be administered by the Board of Education in England and Wales and by the corresponding departments in Scotland and Ireland. (The special provisions for training teachers are dealt with separately under the heading of "Teaching," on p. 22).

Two classes of institutional student are contemplated:—
(a) The student of University standard; and (b) the student of lower than University standard.

District University Committees, set up by the Board of Education in conjunction with University and similar institutions in England and Wales, will consider the claims of applicants under (a); Local Committees either specially constituted or already existing in connection with other educational schemes will consider the claims of applicants under (b).

In both cases an intending applicant should, in the first place, communicate with the head of the educational institution at which he wishes to take his course. The Committee dealing

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with the application will satisfy themselves as to the applicant's pecuniary circumstances and make recommendations to the central authority as to the amount of assistance which should be granted.

Similar arrangements are made for students in Scotland and Ireland.

For advice on all questions of education and the subsequent prospects of employment the intending student will be able to consult the District Director of the Appointments Department and also the Chief Education Officer in the area in which he lives. If he is at a loss how to proceed, he may apply personally or in writing to the "Service Students' Bureau" of the Board of Education, Whitehall; or if in Scotland, to the Education Officer at District Directorate No. 2.

(2) PRACTICAL TRAINING.

The arrangements for practical training in offices, works and professional employments are in the hands of the Appointments Department, which has secured from a large number of employers in all parts of the country offers to train suitable candidates free of charge or at a small cost. In most cases the employers have expressed their readiness to pay a salary as soon as the man in training is of any value to the firm and to offer him a post on completion of his training, if he has proved his ability to fill it.

All applications must be made through a District Directorate. The Local Interviewing Board, after interviewing the candidate, will determine whether he is likely to benefit by training and whether the form of training suggested is suitable and what is the amount of the grant (if any) necessary to meet his case. The recommendations of the Interviewing Board will then be forwarded to London, where an independent Grants Committee will review the case and confirm or revise the local Board's recommendations. Officers are warned that some time must necessarily elapse between the date of their making their claim and the final decision. A very large number of applications for grants from public funds is being received, and each must be carefully investigated. Both the Local Boards and the central Grants Committee are composed of business and professional men who are giving their services to the Appointments Department for the benefit of ex-service men.

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(3) AGRICULTURE.

The scheme drawn up by the Board of Agriculture for England and Wales provides for :—

- (1) A strictly limited number of scholarships for ex-Officers tenable for three years at an approved place of higher agricultural education, together with a maintenance allowance not exceeding £175 per annum.
- (2) Allowances of £125 per annum each for two years to be held by ex-Officers placed for training with carefully selected farmers.
- (3) Wife and Children Allowance at the rates laid down in (e) above.

The scholarships (1) are intended for candidates with previous farming experience or a scientific education, or both, who desire, on completion of their training to apply for salaried posts as agricultural organisers, county instructors, managers, etc. The number of such posts is likely to be small.

The allowances (2) are designed particularly for Officers who wish to farm on their own account on completion of their training.

Officers who are interested in either part of the scheme should obtain a copy of the Board of Agriculture's booklet, *L.S. 9 Land Settlement in the Mother Country (Officers)*, which contains fuller particulars and a form of application. This booklet, which can be consulted at District Directorates or obtained from the Board of Agriculture, 4, Whitehall Place, S.W. 1, contains also an application form for Officers desiring to take up small holdings in Great Britain.

Information concerning Ireland should be sought from the Irish District Directorates.

TRAINING OF DISABLED OFFICERS.

Disabled Officers will be eligible for assistance under the general scheme of training outlined above, subject to compliance with the prescribed conditions.

There are cases, however, for whom treatment and training can be run concurrently with a great saving of time to the officer concerned. Application for combined treatment and training should be made to the Secretary of the Ministry of Pensions, Westminster House, Millbank, setting out the nature of the disability, the treatment the officer is undergoing, and the kind of training desired.

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In arranging the training of disabled officers undergoing combined treatment and training every endeavour is made to secure that the disabled officer requiring treatment and training will receive the advantage of whatever educational scheme may be most favourable for him.

The grants to disabled officers undergoing treatment or training are set out in the Royal Warrant for the Retired Pay of Officers, 1st August, 1917.

Guidance and advice on the subject of training for disabled Officers may be obtained from the District Directorates or from the Ministry of Pensions' representative attached to the Appointments Department, St. Ermin's Hotel, S.W. 1.

V.—STATE AND MUNICIPAL APPOINTMENTS.

There is a certain limited number of appointments under the State and Local Authorities which may be suitable for ex-Officers possessing special qualifications. It is proposed in this section to indicate the main classes of such appointments and the various methods of selection.

THE CIVIL SERVICE.

It has been definitely decided that vacancies in Class I of the permanent Civil Service shall for the present, with a few exceptions, be reserved for those who have served in His Majesty's Forces during the war.

It is estimated that there are at present from 70 to 90 vacancies on the pre-war establishments, and that before competitive examinations can be resumed—at least two years hence—there will be a further 40 to 60. In addition, provision must be made for such of the newly-created Departments as do not come to an end with the conclusion of peace. The filling of these vacancies (otherwise than by promotion from other grades of the Service) will be spread over at least two years, so that the last demobilised candidates will have an equal chance with the first. Preference will as a general rule be given, where two men are otherwise equal in merit, to a disabled man over a fit man, provided, of course, that his disability is not of a nature to interfere with the discharge of his ordinary duties.

Candidates will be chosen by a system of *competitive selection, subject to a qualifying examination*. The age limits have been fixed as follow:—

Lower age limit : Men who are not under 22 at the date of the qualifying examination.

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Higher age limit : Men who were not over 24 on August 1st, 1915.

Initial salaries will be fixed according to the candidate's age on the date of the examination, one increment being allowed for each year above 24, the normal initial salary being standardised at £200 and the annual increment at £20.*

Before the war the higher Civil Service examinations were entered for mainly by men who had graduated with high honours at one of the Universities, and it is not intended that the standard of the Civil Service shall be appreciably lowered.

Similar conditions also obtain in the "Intermediate Class" of the Civil Service, for which the age limits are 18-24, and the normal starting salary £100.* A large number of superior posts, especially in the Accounting and Audit Departments, are normally filled by promotion from this class.

Vacancies in the class of "Officers of Customs and Excise" will also be filled by selection from candidates born after 1st September, 1893, and not younger than 19 on the date of the qualifying examination.

Further particulars of all the above appointments and forms of application may be obtained from the Civil Service Commission, 6, Burlington Gardens, W. 1.

Reference to the Indian and Colonial Civil Services will be found on p. 52.

FOREIGN OFFICE AND DIPLOMATIC SERVICE.

Candidates for positions as clerks in the Foreign Office and Attachés in the Diplomatic Service must have served in H.M. Forces or, if unfit on grounds of health for general service, for at least a year in a Government Department.

They must have been born on or after August 2nd, 1889, and have attained the age of 22 on the date fixed for the qualifying examination. They must be natural-born British subjects born within the United Kingdom or in one of the self-governing Dominions of parents also born within those territories, except when the circumstances are such as to justify a departure from the general rule ; in which case they can be allowed to compete by special permission of the Secretary of State.

Candidates must satisfy the Civil Service Commission as to their health and character. None will be passed who cannot be

* These figures are exclusive of the War Bonus amounting to 20% of the normal salary *plus* a sum varying between £42 2s. and £60 according to age and normal salary.

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sent to any climate. The loss of a limb will not in itself be regarded as a disqualification, but loss of sight, deafness, or a bad stammer will be so regarded.

Under the temporary Reconstruction Regulations, candidates will be chosen by a system of competitive selection, subject to a qualifying examination. Before being adjudged eligible for this examination they must satisfy the Civil Service Commissioners that they have received whole-time, continuous and systematic education of a high type, and that they possess the mastery of French that is essential to this service.

Fuller particulars and forms of application may be obtained from the Secretary, Civil Service Commission, 6, Burlington Gardens, W. 1.

FORESTRY.

The Interim Forest Authority (Sunderland House, Curzon Street, W. 1) has been appointed to make preliminary arrangements for developing afforestation in the United Kingdom. It is intended to train a limited number of ex-Service men as Forest Officers, but it is not anticipated that there will be a large number of appointments to fill.

MUNICIPAL SERVICES.

Appointments under Municipalities and County Authorities are as a rule open to public competition and are advertised in the Press as vacancies occur. In most cases the appointments above clerical rank are of a professional or technical nature. With the present tendency towards municipalisation of public services, *e.g.*, under the proposed Ministries of Health and of Ways and Communications, it is reasonable to expect good new openings for qualified medical officers, dentists, sanitary inspectors, electrical and civil engineers, surveyors, accountants, etc.

The chief administrative officer of the County, Borough, Urban District and Rural District Council is the clerk, who is usually though not necessarily a solicitor. Other appointments in addition to those already mentioned include managers of gas, water, electricity and tramway undertakings, rate collectors, and numerous subordinate posts.

SCIENTIFIC AND INDUSTRIAL RESEARCH.

The Committee of the Privy Council for Scientific and Industrial Research makes maintenance grants to selected students

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and research workers on the personal recommendation of a Professor or other qualified Research worker. Clearly, only those possessing special scientific attainments and with a natural bent towards research work are eligible for these grants, whose object is to help supply the nation's urgent need for trained research workers in the realms both of pure science and of industrial science. The awards, being made mainly with a view to providing for *post-graduate* courses in methods of research, will serve as a pendant to the State grants for students and undergraduates described above. Fuller particulars may be obtained from the Professor under whom the Science student has worked or been trained in research work or from the booklet* issued by the Committee. (See also under "Research," p. 45.)

TEACHING.

The profession of teaching at this moment presents an unusually good opening for demobilised Officers. There was before the war a very serious shortage of teachers in nearly every branch of education. This shortage has necessarily been emphasised and aggravated by the war, which took a full toll of members of this profession. Therefore a large number of recruits will be necessary merely to make up the deficiency. But this by no means states the present position. It is not merely a question of making up pre-war arrears and what has been lost. A large addition to the teaching force of the country is absolutely necessary. It is likely that the size of classes will steadily tend to decrease, which must involve the employment of more teachers. In fact, it is the difficulty of obtaining the teaching power for a larger number of classes that has, as much as anything else, hindered progress in the direction of reducing the numbers in a class. Besides all this, the new day continuation schools to be set going under the latest Education Act have to be supplied with teachers. Energy, freshness and enthusiasm will be superlatively desirable in the teachers in the new schools. Without these qualities in the teachers these schools cannot succeed. Therefore in every way the demand for teachers is not only great but growing.

The profession has also greater attractions to offer than ever before. Whatever may be thought about the general rate of payment of teachers, there is no doubt that it is now tending upwards. Many Local Education Authorities have already substantially raised the rate of payment and it is certain there can

* "Notes on the Conditions under which Grants are made to Individual Research Workers and Students-in-Training" (6d.), to be obtained through any bookseller or direct from H.M. Stationery Office.

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be no set-back to this movement. Practically all teachers, too, subject to certain conditions as to length of service, will receive benefit under a superannuation scheme. Teaching is undoubtedly hard work, but in day schools the hours are much shorter than in most professions, while in boarding schools of a good type the human attraction of the work will compensate any man who has sympathy with boys for his being on duty—at least in a sense—most of his time. At the same time, holidays are very much longer than in most callings in life.

It is to be hoped too that many demobilised Officers will respond to the appeal of the teaching profession on other and larger grounds than simple expediency. The need for teachers is a great National call. Patriotism will surely induce many to take up this profession if they realise the great power of a teacher in the development of the people and his unique opportunity for personal influence.

For the University graduate who seeks a post at one of the Public or Preparatory Schools the customary way of approach is by the Appointments Board of his University. But these schools form a relatively small fraction of the total number.

The Board of Education has made special provision for demobilised Officers desiring to enter the teaching profession. Any ex-service student of a Training College for Teachers or of a University Training Department is eligible to receive assistance under the general scheme (*see* page 14) in addition to the grant received under the Board of Education's Regulations for the Training of Teachers.

Ordinarily the Board will grant such assistance as will make up a total of £104 for every year of training. In special cases this may be exceeded. The student must make his application in the first instance to the Head of the Institution where he desires to be trained and which has agreed to admit him. The Head will, if satisfied that the claim for ordinary assistance is justified, make a recommendation to that effect, on Form O.13, directly to the Board of Education. If the Head thinks there is a case for special assistance, he will make the recommendation to one of certain Committees which have been set up to investigate applications under the general scheme. Full particulars can be got from the Service Students' Bureau, Board of Education, Whitehall, S.W. 1.

Arrangements of a somewhat similar character have been made in Scotland. Information may be obtained from the Education Officer of the Scottish Education Department, Balmoral Hotel, Edinburgh.

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The London County Council have formulated a scheme of short courses of training for demobilised Officers and men who are either disabled or over 25 years of age. This course consists of one year of study in an Institution for the Training of Teachers followed by a year of professional training as paid assistant in an elementary school. At the end of these two years the student will be examined by the Board of Education who will decide whether he is fit to receive the Board's certificate.

Admission to this course is obtainable on the selection of a London Committee representing the Board of Education, the London County Council, the Teachers' Registration Council and the University of London. Selected candidates will go through a probationary period of one month of actual teaching in the schools. This will save those who are either unsuited for the work or find it quite uncongenial from wasting further time.

From the date of selection until the beginning of the year of professional training as a paid teacher the student will receive a maintenance grant at the rate of £2 per week.

This shorter course is recognised by the Board of Education, but is not part of the Board's own scheme. Ex-service men desiring to take advantage of this course should apply to the Education Officer, London County Council Education Offices, Victoria Embankment, W.C. 2.

VI.—AN A B C OF OCCUPATIONS.

An attempt is made in this section to provide in a short form some account of a large number of professions and industries, indicating the sort of qualifications required for each and as far as is possible the prospects that each offers. It is obvious that such an alphabetical list of careers cannot profess to be exhaustive or to say the last word on the subject for any individual. At the same time it may serve as a signpost to the ex-service man who stands at the cross-roads of his life and hesitates in which direction to proceed. If it does nothing more, it may at least indicate to the waverer some of the occupations for which he is *not* fitted, and thus save him from wasting time in pursuing a will-o'-the-wisp.

Most of the information contained in the list has been abridged from the volume compiled by the Appointments Department, *A Record of Opportunity*, and the interested reader is referred for fuller information to this volume at the nearest District Directorate. There will also be found in Appendix III.

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of this pamphlet a list of professional, business and industrial organisations and institutions, which may be regarded as the headquarters of the professions, industries, etc. concerned and at which the latest and most authoritative information will doubtless be available.

In many cases the conditions of entry into a profession have been modified for the benefit of ex-service men. For actual details of such concessions the intending student is referred to his District Directorate of the Appointments Department. For most professions and vocations, entry into which is conditional upon the passing of examinations, the preliminary examination is described as "of matriculation standard." This may be taken to imply that the candidate who has already passed the London Matriculation examination, or the Army Certificate examination (recently introduced under the Army Education scheme), or the Oxford and Cambridge Higher Certificate or "Smalls" or "Little-Go" or any one of a number of similar examinations will be excused from the preliminary examination of the profession in question.

The choice of a profession depends, of course, in every case, on the individual's circumstances. One man's career may be determined by the fact that he has an uncle in the Pottery Trade, another's by the fortunate chance that he possesses innate artistic ability, another's by the fact that he had already before the war started on an Engineering course. To that extent it is impossible to give advice in general terms that will prove applicable to every individual. At the same time there are one or two broad factors of the present abnormal situation that may be worth emphasising.

THE IMPORTANCE OF TRAINING.

In almost every industry we are to-day, as it were, "starting afresh." Never were there better opportunities for research, for ideas, for technical developments, for enterprise. The war has opened the eyes of the country to the fact that in many industries we allowed foreign competitors to outstrip us by our too persistent adherence to conservative methods and a disinclination to apply the latest scientific discoveries to industry. Industrial research, heavily subsidised and encouraged by the German Government, was neglected in Britain; the advantages of technical training were ignored by the very persons whose trade they would most benefit. One result was that for many commodities which we might have manufactured ourselves we

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were dependent upon Germany and Austria and other countries. A notable example is the manufacture of high-grade glass and lenses. Even more conspicuous is the highly important dyeing industry, in which Germany before the war enjoyed a semi-monopoly. Both of these have been reorganised in the United Kingdom, with the result that the technical side of these industries—as indeed of many others—offers valuable openings for the scientifically disposed man.

There are similar opportunities on the artistic side of industry. Since machinery displaced handicraft the art of design has fallen more and more into neglect. It is beginning at length to be recognised that design should play as important a part in the machine-made commodity as it did in former days in the hand-made goods. But in an age of machinery design has tended to become more and more conventionalised and stereotyped with incalculably disastrous effects on the mind of the beholder, whose tastes and mental outlook have been insensibly vitiated by hideous surroundings; and the result has been not only æsthetically bad, but also commercially, for in open competition for the world's trade good design will always beat bad. Here then are abundant openings for the "artistic."

An unnatural and wholly false distinction has grown up between what is known as Art (with a capital A) and applied art (with a small letter). The mediæval Masters did not scorn to design jewellery, to carve chairs and staircases, to work in iron or brass or copper or pottery. The Artist to-day has often been encouraged to despise art that served any useful purpose, and to look upon Art as a hothouse product to be confined to the studio, and, possibly, the elect circle of Art Gallery visitors. There are grounds for the hope that we are starting on a new era in which the commercial as well as the æsthetic value of art will be recognised and scope will thus be given in industry to the artist as well as to the scientist. But here again the value of training cannot be too strongly insisted upon, for a knowledge of technical processes is essential to the designer and the decorative artist.

Training, indeed, is the passport to success in industry by whichever channel one enters it. The day has passed when we can be content to fall back complacently on the phrase about "England muddling through." The war has made us realise that "muddling" is an expensive process, especially when it comes into competition with scientific preparation. The normal processes of development have stood still for five years and we

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are now beginning again, under a severe financial handicap, to build up against keener competition than ever before new markets in the world. Success will depend upon the superiority of our products and superiority will depend upon scientific processes, artistic design, high technical accomplishment and economic production. The highroad to all these goals is education and training.

ACCOUNTANCY.

The subjects to be taken in the examinations set by the professional bodies include Book-keeping and Accounts, Auditing the Rights and Duties of Liquidators, Trustees and Receivers, Principles of the Law of Bankruptcy, of Mercantile Law, of the Law of Arbitration and Awards, and of the Law relating to Joint Stock Companies.

The normal term of article service is five years (three for a University graduate).

There is an urgent need of trained Accountants at the present time. During the war the importance of Accountancy has enormously increased. It is the Accountant's function to determine the real proportion between expenditure and its results.

ACTUARIAL WORK.

The actuary is the expert employed by an Insurance Company to estimate probabilities in terms of pounds, shillings and pence. The subjects for examination include the elements of the Theory of Probabilities, Differential and Integral calculus, Interest and Annuity Tables, Life Tables, the Classification of Policies, etc.

There is no definite system of articles. Usually a young man enters an Insurance Office as a junior clerk and works for his examinations while obtaining practical experience. The opportunities for those who have not gone through the mill are very limited. There are openings in the Life Offices for men of good mathematical ability to train as actuaries.

The prospects should be good up to a point, though the tendency towards combination among the various companies may lessen the number of higher posts in the profession. On the other hand, there are likely to be greater opportunities than in the past for Government work and Aeronautical Insurance is likely to open up a new branch of special work, which would offer openings to those who have been fully trained in aviation.

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ADVERTISING.

There are two main branches of advertising (i.) the designing or writing ; (ii.) the publicity agents.

- (i.) The designer or writer has to convey to the public in picture or letterpress the merits of the wares he has to sell. He must be a good draughtsman, and he must be able to write plain, grammatical English ; his special qualifications are originality of idea and boldness of execution. To get a footing in this branch of the business the only method is to submit specimens of his work to the chief users.
- (ii.) The agent, as in the case of all agents, needs enterprise, "push," and a previous experience of the trades he is dealing with—a personal knowledge, for instance, of newspaper managers and advertisers.

Advertisement work is taught by certain private firms. The subjects include typography and processes of reproduction and the detailed study of advertisements.

The prospects depend on the expansion of trade and the keenness of competition. There should be considerable scope for trained men with ideas in the next few years.

AERONAUTICS.

Though civil aviation has now taken a definite place among the important industries of the near future, it is still so clearly in its infancy that it is difficult to give any very precise indication of the prospects it offers or of the numbers it is likely to absorb. Leading authorities regard it as improbable that there will be any great activity in the aeronautical world for from two to three years.

On the 1st May a number of aerial routes were declared open by the Government and aerodromes were appointed for overseas traffic, but future developments must await the ratification of the International Air Code which has been drawn up in Paris, for the main line of development must certainly be international. Distances in the United Kingdom are too small to offer more than limited opportunities to any commercial aeroplane company competing with steam and motor traction. Thus it would be obviously impracticable to establish a service between London and Birmingham or London and Bristol, for as long as aerodromes must be situated at a considerable distance from the centre of towns, comparatively short distances will be both quicker and cheaper by railway. On the other hand the London-Paris air route has very nearly halved the journey time between the capitals.

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The Controller-General of Civil Aviation (Major-General Sir F. H. Sykes) in a recent speech alluded to some of the regulations which would govern air flight traffic.

"Before being put to proof as to their technical capability those wishing to be pilots, navigators or engineers in the air must pass a medical test. Physical, mental and temperamental suitability are obviously very important and have been made the subject of special medical research. Every pilot must obtain a certificate that he is properly qualified. . . . Every type of aircraft will be officially inspected for design, material, construction and actual performance. All passenger aircraft will be periodically inspected, overhauled and certified as airworthy and none will be allowed to start on a journey unless it has been first inspected on the same day by a competent person other than the pilot."

This passage is quoted to show the importance to the future of flying of the scientifically trained man. The authorities naturally insist on a thoroughly vigilant system of inspection, and of the inspectors is demanded a knowledge of the theory as well as the practice of the flight. The organisation of civil air traffic will involve a staff of experts in various departments of aviation, of whom pilots will form only a fraction. The designer, constructor, inspector, engine-builder and traffic manager, for instance, will all play parts in the development of aviation at least as important as that of the pilot. The number of vacancies for pilots will thus in the first instance be very limited and the industry will not be able to absorb anything like the complete flying personnel of the R.A.F. It is probable, however, so far as one can venture upon any prophecy, that as civil aviation develops there will be an ever-increasing number of openings for the man who has good all-round technical, scientific and practical experience. (*See also under "Actuarial Work."*)

For information the reader is referred to the Royal Aeronautical Club, the Aeronautical Institute of Great Britain and the Controller-General of Civil Aviation at the Air Ministry. The Report of the Civil Aerial Transport Committee (published by H.M. Stationery Office, Cd. 9218, price 9d.) is a valuable document which should interest all who contemplate making aviation their career. There is a special branch of the Appointments Department which concerns itself exclusively with the careers of R.A.F. Officers.

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AGRICULTURE.

Those who contemplate settling on the land cannot do better than consult in the first instance the leaflet issued by the English and Scottish Boards of Agriculture on *Land Settlement in the Mother Country (Officers)*. A love of open-air life and hard work together with practical experience are the preliminary essentials; some capital is also essential, and no extravagant ideas of profit must be entertained. The life must be pursued for its own sake, and success will depend on character as well as on technical qualifications.

The State provides opportunities for training on farms (see p. 18), and will afford facilities to the trained man for taking up a holding. A system exists in England and Wales which enables a farmer to obtain credit through co-operative societies (see Board of Agriculture's leaflets Nos. 62, 97, 214). The Land Settlement (Facilities) Bill now before Parliament will also enable County Councils to make loans, on certain conditions laid down by the Treasury, to tenants of small holdings provided by County Councils.

There are a number of Colleges and Universities which give training courses for those who wish to devote themselves to Agricultural Science. Shorter courses, too, are available for intending farmers who desire to understand the bearing of science sufficiently to avail themselves of the scientific expert.

ARCHITECTURE.

The architect stands rather in a class by himself as a professional man who is also an artist; the aspirant must therefore possess certain special qualifications which cannot be acquired by training. Further, it is an expensive profession, demanding a long course of training, and as a general rule, the possession of capital to tide over the early years during which he is gaining experience, working for a nominal or no salary and building up his own practice.

The subjects for examination include drawing (geometrical, perspective and freehand), the history and styles of architecture, mathematics and mechanics, construction and design. An Associate of the Royal Institute of British Architects must pass a final examination in design, construction, hygiene, building materials and the ordinary practice of architecture, and must write a thesis on an architectural subject.

The prospects should be very good. The practical cessation of building during the war, the extensive new housing schemes, the need for repairing war damage and the erection of memorials

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should cause a large demand for architects for many years to come. In carrying out the State housing and town-planning schemes every effort will be made to induce Town Councils to employ architects and not to leave building schemes entirely in the hands of local engineers and surveyors.

ART.

To the artist as artist it is impossible to give advice in general terms. His career depends upon considerations which are individual, temperamental rather than economic. There will always be artists whose goal is self-expression and who are impelled to pursue their ideals without regard to their material welfare.

On the other hand, the application of art to industry provides a scope for the artist who, without departing from his ideals, yet does not scorn to earn a livelihood by his art. Art can be made to pay and yet remain Art. Designers and craftsmen are already in demand, and the anticipated revival of "artistic" industries is likely to widen the field. Thus pottery, furniture, textile-goods, jewellery, wall-paper, fancy goods, domestic appliances, books and bindings, all provide scope for the designer or craftsman and there are many occupations, such as commercial illustration, advertising, illuminating, window-dressing, box-designing (*e.g.*, chocolate, scent and soap boxes) in which art may be applied to commercial purposes.

The forthcoming establishment of an Institute and Permanent Exhibition of Industrial Art (*see* Reconstruction Pamphlet No. 17 *Art and Industry*), is likely to do much to foster the development of artistic industries.

AUCTIONEERING.

Persuasive qualities, a good manner, judgment, alertness, versatility and integrity—these are some of the qualifications necessary to the auctioneer who aims at the higher ranks of the profession. So far as that branch of auctioneering which deals with "fine art" is concerned the connoisseur's real love and expert knowledge of works of art is an essential preliminary condition of success. Though anyone by paying £10 for a license can call himself an auctioneer, there are actually hardly half-a-dozen recognised Fine Art Auctioneers in London.

Auctioneering as concerned with real estate is a different calling. There are two main ways of entering it—by starting

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as a clerk and working upwards or, better still, by articulated service and the passing of examinations, followed by independent practice, a managerial position or a partnership.

The examination subjects required by the Auctioneers' and Estate Agents' Institute include book-keeping, mensuration, the use of valuation tables, the relevant branches of Law, Land Surveying and various types of accounts, estimates and specifications.

There has just been completed by the Council of the Auctioneers' Institute a scheme for the technical training of those engaged in real estate. It is proposed to establish in London a College of Estate Management in close co-operation with the University of London, which will grant a degree of Bachelor of Science in Estate Management for external students. Young men who are in auctioneers' and estate agents' offices will be enabled to study for the degree while pursuing their calling. It is proposed, too, to establish travelling professorships for the benefit of students in all the chief centres in the United Kingdom.

The prospects of the individual will thus depend largely in future on the extent to which he benefits by theoretical training at the outset of his career. It may be expected that the standard of knowledge required in future will be considerably higher than in the past.

BANKING.

The banking profession, which is highly organised, provides a very wide field of activity, offers security of tenure and suitably rewards initiative and enterprise. Some idea of the possibilities in the profession may be obtained from a passage in a recent speech by the Chairman of Lloyd's Bank. "We are preparing a scheme," he said, "to offer, to such clerks as enter our service and appear suitable, scholarships to enable them to go abroad to obtain some insight into foreign banking and commercial methods. We want these trained clerks not only for service abroad, but also at home, as we shall set up—we have already done so at Manchester—offices for dealing with foreign requirements. . . . The Institute of Bankers provides courses of study in banking procedure and foreign languages, which in normal times are largely made use of."

Progress in the profession depends upon qualifications rather more than the minimum, viz., legible handwriting and proficiency in arithmetic, required on entering a bank. The examination

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subjects for the Certificate of the Institute includes Economics, Practical Banking, Commercial Law, English Compositions, Banking Correspondence and three modern languages (voluntary).

To enter a bank it is usually necessary to have an introduction from a client of the Bank or a responsible member of the staff; a high social standing is demanded by some old-established banks. The starting salary is not high, but promotion to a position as manager or inspector carries a good salary.

THE BAR.

The prizes which reward success in the legal profession are so high that the Bar always attracted men with brains, with the natural result that competition is keen and on a high level. No man without private means should think of practising at the Bar, as for several years after he has qualified his earnings will be a negligible figure. Personal ability will count in the long run, and indeed there is probably no profession in which personality has better opportunities for winning through, especially as openings in other professions present themselves to the successful barrister.

Every applicant for admission to the English Bar must have passed an examination equivalent to a University Matriculation examination. He must then keep twelve terms (there are four terms a year) at one of the Inns of Court and pass the examination in two parts for call to the Bar. The total cost—exclusive of a deposit which is returnable—is about £150, but it is generally considered desirable that after being called, a student should spend at least one year “reading in chambers,” *i.e.*, working under counsel in his chambers. (Fees usually 100 guineas.)

The conditions differ in Scotland and Ireland.

Applicants should in the first instance consult the Director of Legal Studies, Lincoln's Inn, or Clerk of Intrants, Advocates' Library, Edinburgh, or The Under-Treasurer, Society of King's Inns, Dublin.

BREWING.

The prospects of the brewing trade are so uncertain that it is hardly possible to offer any general practical advice.

Facilities exist at Birmingham University, Manchester School of Technology and the Sir John Cass Technical Institute, London, for training in the technology of brewing and malting. The total cost of a thorough training, theoretical and practical, for a post in a modern Brewery might reach £300.

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BUSINESS.

There are two aspects from which a business career may be viewed. It may be looked on as a last resort for the man who, having no qualifications or interests, is bound to turn his hand to some sort of work that will earn him a living. To a man who enters business in this spirit there is nothing that can usefully be said. He will find himself in a rut of his own making, and is likely, at best, to remain in it to the end of his days.

But a business career may also be looked upon as a great adventure, an enterprise demanding brains, technical knowledge, knowledge of languages and of men, originality, adaptability, energy, tact. Some of the qualities are inborn, and perhaps unattainable otherwise, but training can supply some of them, and education—in the broadest sense—most of the others.

Business men, even before the war, had begun to recognise the value of the educated man in business. To-day it is realised that general education and training of a high standard are essential if we are to hold our own against the keen competition of the whole world.

Birmingham University now offers a Commerce Degree (B.Com.). The course is three years, but a special one-year course based upon it has been arranged mainly for the benefit of ex-officers. The subjects are (1) Accounting (including Book-keeping, Depreciation, Reserves, Goodwill and Cost Accounts); (2) The Industrial and Commercial Organisation of the British Empire, *or* Business Policy in its main principles as indicated by industrial and commercial experience; (3) Technique of Trade (the organisation of the staple markets and commercial institutions, etc.); (4) Commercial Law; (5) The Commerce Seminar (practice in the art of exposition and in the preparation of reports).

The course offered by Birmingham University—and there are similar courses offered or contemplated in London, Manchester, Glasgow and elsewhere—illustrates the wide field of special knowledge which may serve the interests of the business man who takes his work as seriously as he took his sport or his soldiering. As to prospects it may be said that they were never brighter for the well-equipped man, while increasing competition, the entry of women into the business world, and the increasing demand for economical and efficient organisation will tend more and more to weed out the “passenger.”

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CHEMISTRY.

This is one of the sciences on which depend many of our great manufacturing processes, such as the "smelting" or extraction of metals from their ores and their subsequent refinement; the production of gas from coal; the manufacture of the acids; the vulcanisation of rubber; the preparation of tans for the tanning of hides; brewing; the fermentation industries and the manufacture of sugar, jam, biscuits, cattle foods, soap, margarine, explosives and artificial manures, to name but a few. There is thus a highly important chemical side to a large number of industries, for each of which a special branch of chemical technology is required. The case of dyeing is specially significant. Before the war Germany had organised the industry to a high state of perfection and exercised a virtual monopoly. The attempt to reorganise the British industry is supported by the Government, who have assisted a company known as "The British Dyestuffs Corporation, Ltd." It is estimated that it will take fully 10 to 15 years to reach a position even approaching that of the Germans, which was won by very hard work, by great patience, by paying close attention to the wants of their customers, and by spending large sums of money on research.

For any branch of chemical industry a study of the pure science is almost indispensable. Starting from the matriculation standard, three years is normally required to obtain a B.Sc. or similar degree or diploma in chemistry, a knowledge of at least the elements of one or two other sciences being required at the same time. The minimum cost of training and maintenance may be put at about £200 a year, and the prospect is offered to any man of ordinary ability of securing an appointment on completion of his studies worth £200 to £300 a year to start with.

Many chemical students who have served in the Forces seem reluctant to complete their interrupted training. The Institute of Chemistry emphatically advises them that their chances of success will depend largely on adequate preparation.

DENTISTRY.

The urgent need for recognising dentistry as one of the chief means of preventing ill-health is emphatically insisted upon in a Report just issued by a Committee appointed by the Local Government Board, and in recent years the qualified dental surgeon has come to be recognised at his true worth. The General Medical Council has set up a Dental Register to which are admitted those practitioners who have passed the examinations for a diploma as Licentiate in Dental Surgery.

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The candidate for the Diploma of L.D.S. must pass four examinations: (1) Matriculation or its equivalent, followed by two years' apprenticeship to a qualified dental surgeon (or course at a dental hospital) for instruction in dental mechanics; (2) a Preliminary Science Examination; (3) The First Professional Examination (in Dental Mechanics and Dental Metallurgy); (4) After two years' practical experience at a dental hospital the Final Professional Examination.

There is a great shortage of qualified practitioners and the prospects for a registered dentist are distinctly good, once he has overcome the initial difficulties of obtaining a practice.

DYEING (*see* "Chemistry.")

ENGINEERING.

The full normal course for an engineer starts at the age of about 16 and lasts six years, generally distributed equally between training at a college and practical work in the "shops." It is thus hardly a profession which can be recommended to an ex-officer who has had no previous training or experience. For those, however, who are already partially trained, or who have had engineering experience while on service, the concessions offered by the Institution of Civil Engineers and kindred bodies will make it worth while to continue their studies for a career which offers many openings.

The main branches of the profession are civil, mechanical, mining and metallurgical, marine, electrical, motor and aeronautical engineering; there are also several more specialised branches such as sanitary, textile leather trade, bakery, agricultural, gas, chemical and oil engineering, most of which are, as it were, sub-branches of civil or mechanical engineering.

The prospects in an age of machinery should be good, but, of course, competition steadily grows both in amount and quality. Information should be sought direct from the Institutes or other organisations (*see* Appendix III.).

GLASS TRADE.

The war has brought about a revolution in the glass trade, which previously was largely in the hands of Belgium, Austria and Germany. Under the stress of necessity, technological research carried on at Sheffield brought new life into the trade and re-established the manufacture of high-grade glass in Great Britain.

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The new department of Glass Technology at Sheffield University provides courses of scientific and practical instruction. The Diploma Course involves systematic study for three (in special cases, two) years; the fees are 25 guineas per annum. There are also part-time courses, special courses, and certificate courses for Saturday or evening students.

The industry is a rising one and offers exceptional opportunities to men with scientific qualifications.

HOLY ORDERS.

To proffer general advice under this heading would be as futile as impertinent. The Ministry or Priesthood of any religion is not to be regarded as a profession. Conscience and conviction should be the determining factors. At the same time it may be useful to remind those who feel that they are spiritually fitted for such a career that there are certain physical disabilities which would be obstacles to efficient service. Limb injuries in most cases are no serious handicap, but deafness, throat trouble, neurasthenic ailments or poor health generally are disabilities which in one way or another ill fit a man for a career which imposes a considerable strain on the physique.

For particulars as to the examinations, qualifications, costs of training and special concessions offered by the various denominations to men who have served in H.M. Forces, the reader is referred to his District Directorate and to the exhaustive remarks on the subject contained in *A Record of Opportunity*.

As the war has caused a definite shortage of clergy of all denominations, it will be found that the academic qualifications demanded of those contemplating ordination have been considerably relaxed.

INSURANCE.

The administrative or clerical side of Insurance is less highly organised than the Actuarial side (*see* Actuarial Work), but in this as in every other occupation, the best qualified man stands the best chance of getting on. The usual commercial examinations mentioned under "Banking" and "Business" above, should be of the greatest assistance, and in addition there are the more specialised courses prescribed by the Chartered Insurance Institute.

The first part of their examination is in general Knowledge—Matriculation is accepted as a substitute. Parts II. and III.

RECONSTRUCTION PROBLEMS

are divided into three branches, Life, Fire and Accident, and in each branch there are special technical subjects, including Building Construction, Common Hazards, Plan Drawing Processes, Average Clauses, Climatic Geography, Valuation, Risks, etc.

JEWELLERY.

This industry is at present a very prosperous one. The chief centre is Birmingham, though much of the highest-class work is done in London. While there should be many openings on the business side, the artistic side is likely to offer increasing prospects in view of the probable revival of the artistic side of industry generally. The craft of the goldsmith and silversmith before the days of machine-made designs was very highly esteemed; some of the greatest mediæval artists served their apprenticeship as silversmiths. (Botticelli and Benvenuto Cellini are conspicuous examples). Design is as important to-day as ever it was, and there should be no lack of opportunity for the man who takes up the art of the jeweller as an art and not merely as a business.

The Birmingham School for Jewellers and Silversmiths has an intimate connection with the industry and the Birmingham School of Art. Drawing, modelling and tool-making are taught as well as the technics of the craft. Training facilities are also available in Coventry and at many Schools of Art and Technical Institutes in London and the Provinces. The L.C.C. Central School of Arts and Crafts devotes much attention to silversmithing and jewellery, and is in close touch with the London trade.

Though the competition of foreign, especially Dutch, craftsmen and manufacturers is very keenly felt, the prospects of the trade may be reckoned as good.

JOURNALISM.

This is a comprehensive term covering a very wide range of work. The ex-Cabinet Minister, who receives half-a-crown a word for a contribution to a London periodical, and the humble reporter, who picks up items of local importance, are both journalists. In between them lies an extensive hierarchy of authors, essayists, *literati*, critics, reviewers, editors, sub-editors, specialists, reporters, amateur detectives, and, finally, "penny-aliners," whose work bears as much resemblance to literature as the work of the jerry-builder to architecture. Journalism may

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be roughly divided into two main classes—the outside contributor and the editorial staff. Very different qualifications are required for the two classes.

The career of an outside contributor is a hazardous one, and for the first few years he will almost certainly be unable to support himself wholly by his pen. As a general rule the more literary is his writing the less lucrative will it be; the more thoughtful, the less saleable. Thus an unknown writer of short stories will find a bigger demand for "popular fiction" than for literature and will also receive a higher rate of pay. But even if he averages six guineas for a story, it is very doubtful if he could produce still more doubtful if he could sell, fifty stories a year. The "free-lance" journalist has to write what the public wants, or rather what a particular editor thinks the public wants, or else he must have sufficient personality to force the public to want what he writes. The latter quality is a rare one.

The inside journalist must start from the bottom of the ladder. He must possess unlimited patience, a passion for hard work, a temperament steeled against rebuffs and disappointments, alertness, versatility, quickness of decision, and, in a word, a "sense of news." A University education, if not an essential for most departments of newspaper work, will in the long run undoubtedly prove invaluable. The best form of training is to begin as a junior reporter on a small provincial newspaper at a low salary. A personal introduction is almost indispensable to obtain a start otherwise.

The prospects depend entirely on the individual. There is plenty of scope for good men in all branches of journalism.

It may be well to warn the literary aspirant against the tempting advertisements of literary agencies which demand a fee in advance for the "placing" of contributions with editors. When an advance fee is demanded, the greater caution should be exercised in the selection of an agent.

LEATHER TRADE.

The leather trade has enjoyed great prosperity during the war, and there is at present a good opening for educated men capable of acquiring technical knowledge and developing the work done in the absence of German and American competition on both the technical and business sides. Brains and initiative are primary qualifications which would be strengthened by a few months' practical work in factories. For those who have artistic or inventive gifts there should be openings as designers.

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There are several private firms which are ready to train ex-officers of a good education and unafraid of hard work. Previous knowledge of the industry is a desirable asset and a knowledge of accountancy or chemistry or a foreign language should be valuable to a man after he has undergone training. Many technical classes, too, are available in the main centres of the industry, viz., Northampton, Leicester, and Yorkshire.

In London there are two Technical Colleges, at Bethnal Green (The Cordwainers') and at Bermondsey (The Leather-sellers' Company). The full diploma course at the latter college lasts three years, and includes the following subjects:—Practical Tanning, Chemistry of Tanning, Practical Microscopy, Leather Dyeing and Staining, Elementary Chemistry. Evening classes are also held at a fee of £1 1s. a session. At Leeds University there is a three years' degree course in Leather Technology.

LAND AGENCY.

(See under "Auctioneering" and "Surveying.")

LAW.

(See "Bar" and "Solicitors.")

MEDICINE.

It is estimated that the country needs the accession of at least 1,000 new medical practitioners every year. During the next few years the number of medical students who qualify will necessarily be very much below normal, as so many potential students were diverted into the Army between 1914 and 1918. It is clear then that for some years to come there is likely to be a shortage of doctors. There are, moreover, many more opportunities than there have ever been of combining contract work with private practice. In addition to some 16,000—mainly part-time—posts in connection with National Health Insurance, there are probably another 14,000 openings of various kinds in the public service.

For the qualified man, then, the prospects are good—even for those doctors who return from service to practices that seem ruined. During their absence their interests have been watched by organisations devoted to that purpose—the Central Medical War Committee in England and Wales and kindred Committees in Scotland and Ireland. These Committees have considered in detail the various problems and all Medical Officers who have any doubts as to their future are recommended to apply to them

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(see Appendix III.). Hitherto it has been the experience of these Committees that doctors have found it possible to build up their practices in a surprisingly short time. There are opportunities, moreover, for obtaining financial assistance from several sources.

Young doctors who, prior to their service with H.M. Forces had never, or for only a short time, been in practice, would do well to remember that the financial conditions of service in the Navy or Army are much better, and the conditions of work in normal times lighter, than it is reasonable to expect in the first few years of private practice; and, further, that the qualities and qualifications demanded of a G.P. are very different from those attained as an M.O. Subject to these considerations they will probably find that their prospects are appreciably brighter to-day than they were for the newly-qualified practitioner before the war.

There remain the unqualified. The normal course of training is six to seven years, and includes Preliminary, Intermediate and Final Examinations (in addition to one of the Matriculation type), and during the last three or four years the practical experience of hospital work. The cost of the entire course with living expenses may be taken as at least £1,000.

As regards qualification the General Medical Council have not relaxed their minimum requirements, but the Universities and Medical Licencing Authorities are authorised to relax their conditions provided that the Council's standard is maintained.

MERCANTILE MARINE.

Every reasonable opportunity will be given to Officers who were formerly attached to the Mercantile Marine or who have qualified for that service during the war to seek appointments in the Merchant Service before they are demobilised. Commander R. W. Day, R.N.R., at the Ministry of Shipping, is dealing with the resettlement of Officers in the Mercantile Marine. Officers are invited to consult him in Room 7, Ministry of Shipping, St. James's Park, London, S.W. 1.

A register is kept there of all Officers desiring to enter or re-enter the Merchant Service, and this register is distributed to all the leading shipowners, who are in constant touch with the Department. At the same time it is fully realised that ultimately the personal interview is the only method of obtaining a berth, and for this purpose leave will be granted whenever possible.

RECONSTRUCTION PROBLEMS

Service in the Royal Navy will, in certain cases, count as qualifying time for the purpose of sitting for Board of Trade Mercantile Marine certificates. In order to ascertain what time will count for this purpose application should be made to the Principal Examiner of Masters and Mates, Board of Trade Office, 68, Victoria Street, London, S.W. A complete statement of service in the Royal Navy and in the Mercantile Marine, together with testimonials, discharges, etc., for the whole of this sea service, including a testimonial for service in the Royal Navy, should be forwarded with the application. Particulars of the certificate held and the certificate required should also be furnished.

Arrangements have been made by the Board of Trade for the examination of all qualified candidates desirous of obtaining Board of Trade Certificates of Competency as Engineers. These certificates will be found valuable in obtaining important positions on shore as well as for sea-going Engineers. The examination subjects include Practical Mathematics, Mechanical Drawing and General Engineering Knowledge. Full conditions of these examinations, which are intended for Engineer Officers and Engine-room Artificer ratings due for demobilisation (together with particulars as to what time served in the Royal Navy during the war will count as qualifying time for examination purposes), can be obtained from the Examiners of Engineers at any Board of Trade Surveyor's Office, or from the Chief Examiner of Engineers, 79, Mark Lane, London, E.C. Details of the subjects of examination, and of the usual qualifications required, are given in "Regulations relating to the Examination of Engineers for the Mercantile Marine" (price 6d.), obtainable from H.M. Stationery Office, Imperial House, Kingsway, London, etc., or at any Mercantile Marine Office.

OPTICS.

Important developments in training in Technical Optics may be anticipated in the near future, as a result of the discoveries made during the war, and of the realisation that we need no longer depend on Germany and Austria for our main supply of optical instruments. Optics is the basis of one of the scientific industries which are, relatively, in their infancy in this country, and there should be good prospects for the qualified man who is possessed of business ability as well as for the research worker.

Under one of the complete schemes of Optical education for the whole country, the first part of the training is carried on at Junior Technical Institutes, the second part at the Northampton

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Polytechnic Institute, Clerkenwell, and the final at the Imperial College, South Kensington. The full course at the Polytechnic Institute extends over two years, the fees reaching about £30. There are also evening classes in any of the examination subjects. "Refresher" courses are being arranged at several Universities.

The British Optical Institute offers courses of instruction for the sight-testing optician, and provides courses for the examinations of the British Optical Association. There is also in London a School of Optics which prepares students for the Diploma.

PATENT AGENCY.

This is a strictly limited and highly technical profession, which may offer remunerative opening to the specially qualified man. It is a profession which requires "an extensive and varied education, knowledge of the law and of mechanical engineering, chemistry, manufacturing processes of divers kinds, and generally of the physical sciences and their applications to the arts and manufactures." The qualifying examinations are set by the Chartered Institute of Patent Agents.

A candidate usually starts as an assistant in an Agent's Office at a low or no salary, and receives much of his training in that way. A qualified man who does not buy a partnership or set up in practice may start as a salaried assistant or manager at about £250 a year.

PHARMACY.

The profession of the pharmacist (popularly called "chemist") has become a retail business of a rather peculiar kind, in that it demands special qualifications and a license only obtainable by the passing of certain examinations. The dispensing chemist is the ally of the medical practitioner, but he finds as a general rule that the sale of medicines alone is not sufficient and that he must include other forms of retail trade in his business.

Normally the profession is entered upon by a boy of the matriculation standard immediately on leaving school. He works as an apprentice for three years before taking the Minor Examination of the Royal Pharmaceutical Society. At a later stage he takes the Major Examination, on passing which he is eligible for the Society's license to set up independently as a "chemist" or druggist. The subjects include Botany, Chemistry, Physics, Materia Medica, Pharmacy, Practical Pharmacy and Dispensing. Courses are provided at many colleges for these examinations,

RECONSTRUCTION PROBLEMS

and for those of the Society of Apothecaries of London, which grants a certificate allowing the holder to act as an assistant in compounding and dispensing medicine.

PHOTOGRAPHY AND CINEMATOGRAPHY.

In recent years photography—especially on its more scientific side—has become an increasingly important industry to which the war has given a great impetus. To a man with a knowledge of chemistry and optics there are likely to be good opportunities in the production of films, sensitised paper, “chemicals,” specialised cameras, *e.g.*, for aerial photography, etc. On the artistic side the camera has in recent years made considerable headway, and the illustrated newspapers afford more and more scope for the professional photographer. There are many useful manuals of instruction, and tuition is offered at certain institutes, *e.g.*, a two years’ course in Photographic Technology at Manchester University.

It is hardly possible to predict the future of Cinematography, but on its educational side little progress has so far been made, and developments in this direction are certainly to be anticipated. On the production side there appears to be a considerable demand for originality and powers of organisation, while the commercial side should offer openings of a certain class.

POTTERY.

The recent discovery of a new method of producing hard porcelain from purely British materials has given an additional stimulus to an already powerful industry. The backbone of the industry is the manufacture of general ware, which has its seat in North Staffordshire—the Potteries. But there are also of course the special wares, such as Chelsea, Bow, Derby, Wedgwood and others, which offer scope both on the artistic side and the technical. One famous firm recently had the greatest difficulty in finding a designer, who combined the necessary artistic and technical skill, though it was ready to pay “almost anything to the right man.” There should be room in the industry for trained men with artistic imagination and technical knowledge. Pottery like most of our art industries has suffered in the past century from conventionality and commonplaceness in design. Local technical firms offer valuable facilities, but a complete training can be obtained only in the workshop. A beginner would probably have to serve six months without salary to attain some technical skill, and would then begin at £150-200 a year. The rest would depend upon himself.

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Courses in the theory and practice of Pottery and Clay work are given at the Central School of Science and Technology, Stoke-on-Trent. Branch classes are held in the Technical Schools at Burslem, Hanley, Langton and Tunstall.

RESEARCH.

This is a calling for picked men only, for men, that is, who after a thorough scientific training, can surrender themselves to a passionate drudgery that may produce romantic results and may lead to nothing. In the past the value of scientific and industrial research was not recognised in this country. "Research!" a famous general is reported to have said early in the war, "Don't let us waste time in research! We want to beat the Germans!" It is more generally recognised to-day that scientific research played a great part in achieving that end, and is likely to play an equally great part in the future in other fields. (*See remarks on Dyeing under "Chemistry."*)

The Report of the Textile Trades Committee (*see p. 47*) lays special emphasis on the great opportunities for organised research offered by the Textile Industries. "We suggest three important lines of inquiry; (*a*) scientific research in connection with raw materials, and (*b*) with the improvement of processes—carbonising, carding, spinning, weaving, dyeing, bleaching, printing, finishing, etc.; (*c*) technical investigation with regard to the improvement of machinery."

Recent "discoveries" in aeronautics, metallurgy, glass technology, dyeing, drugs and the use of by-products, for instance, are not lucky accidents, but the results of plodding methodical research.

The State recognises these things, and the Department of Scientific and Industrial Research is an energetic body which works in the interests of research. One of its activities consists in encouraging the establishment of Research Associations in various industries, and already some 30 industries are in communication with the Department with a view to promoting Associations. It is clear, then, that there is a future for Research as a profession for the right kind of scientific man. One who has already taken a good honours degree in science should have no difficulty in securing a good opening. The University student whose training is not yet complete should specialise. (*See also page 21.*)

RECONSTRUCTION PROBLEMS

SECRETARIAL WORK.

There are two distinct branches of secretarial work—that of the Private Secretary and the General or Company Secretary. The Private Secretary is brought into such close personal touch with his employer that success depends almost as much on temperament, on sympathetic understanding, on tact as on technical qualifications. A wide general education, an instinct for orderliness, quick grasp of a subject, skill in precis-writing—these are some of the qualities demanded of Private Secretaries. A personal introduction to an employer is as a rule indispensable.

The General Secretary needs organising ability in addition to knowledge of such subjects as precis-writing, filing and indexing, book-keeping, shorthand and typewriting, reports and minutes, economics, mercantile or company law, etc. Previous practical experience of a business or professional nature is as a rule essential. The Chartered Institute of Secretaries demands of its Associates four to six years' experience in the office of a public company or other institution prior to the passing of examinations in the above-mentioned subjects.

SOLICITORS.

As in most professions, private means are to a certain extent essential to the intending solicitor.

Three examinations must be passed before the right to carry on business as a solicitor in England and Wales is conferred through the Law Society. The first is of matriculation standard, and is generally taken before leaving school. The student must then serve under articles for five years with a solicitor. The stamp duty for articles is £80, and the premium to the firm may be from £100 upwards. (A special Act of Parliament provided that service with the Forces by clerks already articulated should be regarded as equivalent to service under articles). The Intermediate examination (fee £4) is in Law, Accountancy and Book-keeping; the Final (fee £10) demands a wider knowledge of Law. After this has been passed, a certificate of admission is applied for (£30), and a further certificate must be taken out before practice is begun and renewed annually (fee for the first three years, £3 in the country [yearly renewal fee £6], £4 10s. for practice within ten miles of London [yearly renewal £9]).

A practice can be acquired in four ways. (a) By direct purchase in the open market, (b) by private negotiation for a

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practice or a partnership, (c) by direct creation—a method possible only in exceptional cases, (d) by serving as managing clerk to a firm, and subsequently adopting method (b).

The general conditions in Scotland and Ireland are somewhat different. In Scotland the functions of a solicitor are discharged by a Writer to the Signet (W.S.), a Solicitor in the Supreme Court (S.S.C.) or a Law Agent.

SURVEYING.

There are four main divisions of the examinations set by the Surveyors' Institution, each of which stands for a distinct career. They are Land Agency (connected with Agriculture); Valuation (general work); Building or Quantity Surveying (connected with Architecture and Building); and Mining. To qualify for the high positions in any division of the profession a man must be thoroughly grounded in a number of technical subjects. It is usual to enter upon a period of articulated training, generally for three years, for which a premium from £100 to £300 may be demanded. Technical training outside the office may be obtained at various centres. Among concessions allowed on account of war conditions is one which requires University candidates, who have graduated in a course approved as appertaining to one of the sub-divisions of the Institution examinations, to sit only for the Final. Though membership of the Surveyors' Institution is a strong recommendation for public appointments, it is not imperative.

On the whole the prospects in the profession may be summed up as good for the thoroughly well-equipped man. It is estimated that the profession will be able to absorb 300 to 400 men every year.

TEACHING.

(See pp. 22-24)

TEXTILE TRADES.

The group of trades indicated under this heading constitutes one of the greatest industries in the country.* The cotton, woollen and worsted (including carpets), silk, linen, jute, lace and embroidery, hosiery and glove fabric trades all offer abundant

* Readers who are interested in the prospects of this vast industry are referred to the Report of the Departmental Committee on the position of the Textile Trades after the War. (Cd. 9070.)

RECONSTRUCTION PROBLEMS

opening both on the technical side and on the general side (*e.g.*, secretaries, clerks, accountants, etc.). Manchester is in fact the leading textile market in the world, and Manchester goods is the almost universal term for manufactured cotton goods, etc. Special features of the different industries are indicated below.

COTTON.—The trade is divided into three distinct sections :—Manufacturing (spinning and weaving); finishing (bleaching, dyeing, printing); marketing (distribution at home and abroad). It is clear there is room for much technical knowledge, gained as a rule hitherto by practical experience, but there are good facilities for training in the districts concerned, and in the future the superior value of the trained man is likely to be more recognised than in the past. There should be a demand for travellers (yarn and cloth salesmen) and buyers, both of whom need considerable technical knowledge. A good salesman or buyer may earn £1,000 a year.

WOOLLENS AND WORSTEDS.—This branch of textiles includes all kinds of cloth, blankets and flannel, etc. Its great manufacturing centre is the West Riding, but there are also strong local industries elsewhere. Germany was by far the largest market for British woollens, mainly in the partially manufactured forms of yarn before the war, and there should be abundant scope in developing new markets.

CARPETS.—Kidderminster, Halifax and Glasgow are the chief centres. This is one of the trades which offers special opportunities to the designer with original ideas. It is hoped that more attention will be paid in future to the teaching of design in the art and technical schools of the carpet centres.

SILK.—Design and technical skill play a very important part in the silk industry in this country, for the silk goods manufactured here are mainly specialities in which British manufacturers have only been able to hold their own in the world's markets by reason of special process or superior design. "The silk industry," says the Report referred to above, "represents the high-water mark of technical attainment among textile industries. . . . It is essential that in all textile towns of importance there should be an art school and a technical school which . . . should work hand in hand in the training of young people. At Macclesfield and Bradford the conditions of training are ideal." It is emphasised that "the student must at least know the possibilities of machinery, its almost unlimited capacity in some directions and its strictly limited powers in others, if he is to be an efficient

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designer." This is a truth, evident enough though not generally acted upon, which applies to every industry in which design plays a part.

LINEN.—The chief centre is the North of Ireland. There has been a perhaps delusive prosperity in the trade since 1914 owing to the great war demand for linen and canvas and the absence of the two chief competitors, Belgium and Germany. The demand for educated men should be of much the same kind as in the cotton trade, and there is always room for good designers.

LACE AND EMBROIDERY.—Nottingham is the chief centre of this industry. Germany was a very serious rival before the war, and the future of the trade depends partly on the extent to which Germany will pick up her trade and partly on the enterprise of our manufacturers. Special attention is called in the Report to the beautiful designs produced at Plauen in Germany. "The importance of co-operation between manufacturers and the managing bodies of technical and art schools is obvious, especially in connection with such industries as lace and silk, which depend for their success upon beauty of design and delicacy of execution."

HOSIERY AND GLOVE FABRICS.—All the textile trades depend to a greater or lesser extent on dyes, but the cotton hosiery trade in a special manner. The German process of dyeing hosiery long remained a secret, but an equally successful process is now in use in this country. A similar dependence on Germany existed in regard to hosiery needles. There is thus room for important developments on the technical side of this industry, as indeed of almost all the textile industries. (*See also under "Research."*)

VETERINARY SURGERY.

Though a license to practise as a veterinary surgeon is not essential, the diploma of the Royal College of Veterinary Surgeons is of the greatest value to those who wish to found a successful business. The course of training, which lasts four years, can be taken at any of the appointed colleges or schools (*viz.*, in London, Edinburgh, Glasgow, Dublin or Liverpool). A preliminary examination of matriculation standard must first be passed. There is then an examination at the end of each year, the subjects including Anatomy, Chemistry, Elementary Physics, Biology, Zoology, Botany, Histology, Physiology, the Management of Animals generally, Pathology, Bacteriology, and the *Materia Medica*.

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The prospects for many reason seem very good. The profession was not overcrowded before the war, there have been inevitable casualties, greater attention is now being paid to hygiene in various ways, and there is certainly at the present time a greater demand for qualified "vets" than can be supplied.

WELFARE WORK.

This is a new and rapidly developing profession, in which the prospects are likely to be very good for the man who has the natural qualifications as well as the necessary training for the work. He is concerned with the welfare of the workers (whether juvenile or adult) at large factories, and the work should offer special attractions to the officer who has shown himself successful in the handling of men. But more than tact and understanding and personality alone are needed, though these none too common qualities will go far.

The suggested course of training for welfare supervisors includes (a) a complete Social Study course, such as is available at the London School of Economics, at Birmingham, Glasgow, Leeds and elsewhere; (b) Visits of Observation, supplementary to the course, which would provide acquaintance with, *e.g.*, Municipal Governments, Administration of Justice, Factory Life, Poor Law, Hospital Work, Employment Exchanges and similar institutions that help the worker; (c) Practical Work. This entails acquiring knowledge of working-class life, by attending meetings and discussions by such bodies as the Workers' Educational Associations, and a training in administration in connection with social agencies like the Charity Organisation Society.

VII.—OVERSEAS OPENINGS.

The Overseas Appointments Bureau of the Appointments Department is established at St. Ermin's Hotel, Caxton Street, S.W., and is concerned with advising and placing in training or employment men of the professional or business type, whether ex-service or otherwise, desirous of making their livelihood in the British Dominions overseas or in foreign countries.

For the next six months at least passages will be hard to obtain and the inevitable period of waiting may enable many men, not irrevocably determined on emigration, to fit themselves into congenial employment in this country. Those irrevocably determined on emigration cannot fill in the period of waiting more usefully than by fitting themselves for their chosen career overseas by training at some of the many institutions in this

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country, in agriculture, tropical agriculture, languages, book-keeping, etc., as the case may demand.

The shipping difficulty is not alone responsible for the present shortage of vacancies overseas. When the gradual removal of Government control and Treasury restrictions on Public issues begins to make itself felt, commercial houses of all kinds trading overseas will greatly increase their staffs of representatives abroad and there will arise a big demand for energetic men with technical qualifications or business instinct. There should be considerable calls for men with banking experience, especially in South America, Mesopotamia and Persia, for salesmen and agents of British goods all over the world (where some knowledge of the appropriate local language will give a preference) and for engineers for mining, oil, irrigation, tropical estates and Public Works and Railways. Here again Mesopotamia and Persia should be able to absorb a large number.

The functions of this Bureau fall under the following headings :—

- (a) Advisory.
- (b) Placing of candidates in training overseas.
- (c) Placing of candidates in touch with openings overseas—
 - (1) In the Government Service ; (2) In the service of private employers and institutions.

A.—ADVISORY.

The interviewing Officers, through the Intelligence Section, have access to the information, which has been collected in the few months since this Bureau was set up, concerning conditions in all parts of the world. The information covers such questions as local conditions of life, currency, costs of living, climate, facilities for sport, social conditions, likely developments of trade and business and fields for enterprise, chief business houses in the locality, types of public and private vacancies offering, salaries, etc. Introductions to leading residents of long standing in the locality to which a new settler is proceeding are arranged before departure, in order that he may be assured of a welcome and a word of advice on arrival.

Full information is to hand as to Colonial Land Settlement Schemes, Grants of Land, etc., approved private Land Settlement Schemes, agricultural and other training with institutions or individuals and curricula of overseas Universities and Colleges. Endeavours are made to obtain in the shortest possible time answers to any particular question relating to an applicant's career, should the required information not be already to hand.

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B.—TRAINING OVERSEAS.

Information is available, as stated, as to fees, faculties and curricula at Colonial and foreign Universities. Training also includes attachment or apprenticeship to individuals in the various professions, businesses and in agriculture. Many persons who are determined on making their life overseas must first pass a period of apprenticeship in training in their vocation in the country in which they propose to settle. The war has in some cases already interrupted the training period so begun.

A limited number of specially selected men of British nationality, ordinarily domiciled in the United Kingdom, may be able to qualify to receive financial assistance to pursue courses of Higher Education at Overseas Universities in the British Empire or Foreign Countries; in agriculture overseas, in offices and works overseas under the supervision of approved British firms who have their headquarters in the United Kingdom, or are of international repute. The number selected will never be great, and it is unlikely that any grants for training in agriculture overseas will be possible for a year or more.

A similarly limited number of specially selected men of overseas domicile may qualify, under the same conditions, for assistance in training in countries other than that of their domicile.

C.—OPENINGS OVERSEAS.

(I) GOVERNMENT SERVICE.

The Colonial Office Civil Service appointments in the Crown Colonies and Protectorates are principally in Tropical Africa. The minimum age is 22-23, and higher appointments are usually filled from Junior Ranks.

The types of appointments include:—Railways, Public Works, Engineering, Police, Treasury and Customs, Clerical, Survey, Educational, Legal, Marine, Medical. The conditions and salaries of these and other appointments are set out in the *Record of Opportunity* Circulars, available at all District Directorates.

Indian Civil Service, &c.

Nominations are made by the Secretary of State for India on the recommendation of a Selection Board appointed by the Civil Service Commissioners. About 150 are likely to be made in the next two years. Age limits: under 28 and not under 20 on 1st August, 1919. The preliminary conditions are similar to those given under the heading "Civil Service" on p. 19.

A certain number of Eastern Cadetships (in Ceylon, Hong-kong, Straits Settlements and Malay States) are awarded by a like procedure.

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Those whose educational qualifications might have secured them high honours at a University alone are eligible. Salaries start at R.400 per month (Burma, R.450). (Rupee at present = rs. 6d.)

Canada, Australia, South Africa, New Zealand.

The vast majority of vacancies go to persons brought up in the Dominion, Commonwealth, or Union where the appointments are made. These include Post Office, Police, Land, Survey, Legal, Medical, Public Works, Clerical, Mines, etc.

Egypt.

Appointments include :—Legal, Educational, Medical, Police, Surveyors, Analysts, Coastguard and Fisheries, Ports and Lights, Mines, Public Works, Irrigation, State Railways, Agriculture. In almost all cases application must be made to the appropriate authority in Cairo.

Diplomatic and Consular Services.

Under the Foreign Office there are periodically a limited number of openings in the Commercial, Diplomatic and Consular Services.

Very special qualifications are required for such appointments. (For particulars concerning the Diplomatic Service, see p. 20.)

(2) PRIVATE EMPLOYERS AND INSTITUTIONS.

Lists of vacancies immediately available, with conditions and salaries attaching, are brought up to date weekly in this Bureau. Such vacancies are received from firms or individuals with whom the Department is in touch, and an endeavour is made, in the case of applicants who have registered their names, qualifications and wishes, to fit the applicant into an appropriate vacancy.

The applicant is notified of a vacancy that appears to fit his case, and if he decides to try for it he is put into touch with the employer, and the consequent interview may result in a definite appointment.

At present the chief types of vacancies are for :—

Young men of the " Public School type " to be trained in merchants' and planters' overseas houses and estates, usually after a three months' trial in the London office.

Engineers of all types for mining, oil, irrigation, tropical estates, etc.

Chartered accountants.

Bank clerks.

Salesmen and agents.

Controllers and overseers of native labour.

Salaries vary from £250 upwards to £1,000 per annum, according to the cost of living and the experience or technical ability demanded.

RECONSTRUCTION PROBLEMS

There are at present few positions offering for men over 28, and marriage is usually a bar. Good health is also demanded, but partial disablement is not normally regarded as a bar to employment.

ASSISTED PASSAGES.

Ex-Service men, who are accepted as approved settlers under any settlement scheme of the Oversea Governments or can show that they have assured employment awaiting them, and are otherwise acceptable to the authorities of the Dominion to which they wish to proceed, will be given free third-class passages at the lowest Government rate for themselves and their dependants to the nearest convenient port to their destination overseas.

In view of the prior claims of their own ex-Service men for resettlement, the Dominion Governments are not likely to be in a position to welcome more than a very limited number of British ex-Service settlers before the end of the present year, even if shipping should be available for the purpose before that date.

Applicants will make their own arrangements with the shipping companies.

Application and requests for information should be addressed to :—

THE SECRETARY,
Oversea Settlement Office,
59, Victoria Street, S.W.

VIII.—REPATRIATION.

All Officers who came from abroad to join the Forces, or whose habitual residence is abroad and who came to the United Kingdom on or after January 1st, 1914, may be repatriated free of expense after their services can be dispensed with. This applies in principle also to Officers' families.

Naval Officers may obtain full particulars from Officer i/c (Navy) Repatriation Records, Ministry of Shipping, St. James's Park, London, S.W. 1.

Army and R.A.F. Officers claiming repatriation will fill in A.F. Z.7, which will be forwarded by their Commanding Officers to Officer i/c Repatriation Records, Winchester. Officers to be repatriated may elect to make the passage at the earliest opportunity, or to defer their embarkation until after they have been demobilised.

Full particulars are obtainable from Officers Commanding Units.

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Those who have already been demobilised should write at once to the Commandant, Repatriation Centre, Morn Hill Camp, Winchester, for

- (a) A.F. Z.7 to be sent to them, if they have not yet claimed repatriation, or
- (b) A.F. Z.45—application for a deferred passage if they have claimed repatriation and been dispersed under Group 45 (a) but not yet been notified that their claim to a passage has been approved.

IX. VOLUNTARY ORGANISATIONS FOR HELPING OFFICERS.

THE DISABLED OFFICERS' FUND.

(Lady Haig's Fund),

4, Cowley Street, Westminster, S.W. 1.

Deals with all cases of genuine distress and financial difficulties and gives special consideration to cases of hardship in Disabled Officers' families.

THE KING'S FUND.

Millbank House, Westminster, S.W. 1.

This Fund has lately changed its scope and no longer helps the ordinary Disabled Officer to start in a new line of business. (This is now the function of the Civil Liabilities Department.) The Fund now assists the widows and children of the fallen, helps disabled Officers and men to go overseas, pays passages for wives and families, and helps them to make a start in a new country.

OFFICERS' FAMILIES' FUND.

Lansdowne House, Berkeley Square, W. 1.

Relieves cases of distress in Officers' families with small grants.

IMPERIAL ASSOCIATION FOR ASSISTING DISABLED OFFICERS.

British Columbia House 1 & 2, Regent Street, S.W. 1.

This Association lays down no conditions beyond those implied in its title, but considers each case generously on its merits.

LORD KITCHENER NATIONAL MEMORIAL FUND.

34-35, Norfolk Street, Strand, W.C. 2.

This Fund provides a limited number of Travelling Scholarships, for ex-Officers and men, involving post-graduate study

RECONSTRUCTION PROBLEMS

and research in Commerce or Industry. These would be allotted to specially selected students at the Universities or Colleges of University rank, who had completed their degree or diploma course, or to other non-University students specially selected by the Scholarship Committee.

Other scholarships are offered to the sons (over 16) of Officers and Men to enable them to follow a course of study or training for an industrial or commercial career.

Full particulars and application forms may be obtained from the Joint Hon. Secretaries at the above address.

The EX-OFFICERS' EMPLOYMENT BUREAU, Dashwood House, New Broad Street, E.C. 2, is a voluntary organisation, run in conjunction with the Associated Chambers of Commerce, which acts as an agency between Employers and Officers.

APPENDIX I.

District Directorates and Branch Offices of the Appointments Department.

<i>District.</i>	<i>Town.</i>		<i>Address.</i>
1	PERTH	Queen's Hotel, Leonard Street.
	ABERDEEN	Prudential Assur. Co. Buildings, 25, Crown Street.
	DUNDEE	29, Bank Street.
	STIRLING	Viewforth.
	EDINBURGH	Balmoral Hotel, Princes Street.
2	"	Adjutancy	Edinburgh University.
	DUMFRIES	48, White Lands.
	GALASHIELS	1, Roxborough Street.
	GLASGOW	13, Bath Street.
	GREENOCK	Municipal Buildings.
	KILMARNOCK	89, John Finnie Street.
3	MANCHESTER	4, Cathedral Gate.
	LIVERPOOL	9, Brunswick Street.
	CARLISLE	Moss Buildings, 42, catch Street.
	BOLTON	Central Chambers, Fold Street.
	CHESTER	Richmond Hill, Boughton.
	PRESTON	The Flat, Winckley Street.
4	CARDIFF	Springfield House, Queen Street.
	WREXHAM	Imperial Hotel.
	BANGOR	University College.
	ABERYSTWYTH	6, Portland Place.
	SWANSEA	17, Dynevor Place.
	NEWPORT	Savoy Buildings.

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<i>District.</i>	<i>Town.</i>	<i>Address.</i>
5	LEEDS	Hotel de Ville.
	Adjutancy	34, College Road.
	NEWCASTLE	9, Victoria Square.
	SHEFFIELD	Sheffield Telegraph Buildings, High Street,
	Adjutancy	81, St. George's Square.
	STOCKTON	2, Victoria Terrace.
	HULL	Welton Chambers, 48, Jameson Street.
	YORK	33, Parliament Street.
	SUNDERLAND	Central Chambers, West Sunniside.
	HARTLEPOOL	27, Church Street, West Hartlepool.
	MIDDLESBORO'	Post Office Buildings, Morton Road.
	BRADFORD	23, Cheapside.
	DURHAM	33, Old Elvet Street.
	WAKEFIELD	Town Hall Chambers, King Street.
	DARLINGTON	7, Houndgate.
6	NOTTINGHAM	Lecture Hall, Castle Gate, and University College.
	DERBY	County Court Buildings, St. Peter's Church Yard.
	GRANTHAM	18, St. Peter's Hill.
	GRIMSBY	Barclay's Bank Chambers, Victoria Street.
	LEICESTER	Constitutional Bldgs., Rupert Street.
	LINCOLN	Royal Insurance Buildings, Silver Street.
7	FIRMINGHAM	111, New Street.
	BRISTOL	5A, Union Street.
	OXFORD	90, High Street.
	READING	26, Queen Victoria Street.
	STOKE-ON-TRENT	53, Stoke Road.
	COVENTRY	10A, Hay Lane.
	WOLVERHAMPTON	Royal London Buildings, Lichfield Street.
	SHREWSBURY	Windsor House, Windsor Place.
	HEREFORD	21, East Street.
	GLOUCESTER	Northgate Mansions.
	WORCESTER	59, Broad Street.
	BURTON-ON-TRENT	150, Station Street.
	STAFFORD	16, Tipping Street.
8	EXETER	2 & 3, Higher Summerland.
	CAMBORNE	School of Mines.
	SOUTHAMPTON	Springhill Court, Hill Lane.
	PLYMOUTH	10, The Crescent.
	TAUNTON	13, Bridge Street.
	BOURNEMOUTH	Westminster House, St. Peter's Row.
	SALISBURY	L.C. and Midland Bank, Market Place.
	PORTSMOUTH	Branch Post Office, High Street.

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<i>District.</i>	<i>Town.</i>	<i>Ad'ress.</i>
9 CAMBRIDGE	14-16, Hills Road
"	Adjutancy	20, St. Andrew's Street.
NORWICH	106, Thorpe Road.
CHELMSFORD	4, King Edward's Avenue.
NORTHAMPTON	47, Sheep Street.
IPSWICH	Russell House, Russell Street.
BEDFORD	153, Midland Road.
ST. ALBANS	4-6, Verulam Road.
PETERBOROUGH	Station Chambers, St. Leonards Street.
10 LONDON	Horrex's Hotel, Norfolk Street, Strand, W.C. 2.
GUILDFORD	St. Nicholas Hall, Mill Mead.
LEWES	56, High Street.
TUNBRIDGE WELLS	Heath Villa, 38, London Road.
11 DUBLIN	64-65, Merrion Square.
CORK	31, South Terrace.
12 BELFAST	Grand Central Hotel, Royal Avenue.
ENNISKILLEN	Courthouse.
LONDONDERRY	Guildhall.
PORTADOWN	Free Library.

The Head Office of the Department and the Overseas Appointments Bureau are at St. Ermin's Hotel, Caxton Street, London, S.W. 1.

APPENDIX II.

Index of Counties with the Districts in which they fall.

	District		District
Aberdeen	1	Carnarvon	4
Anglesey	4	Cavan	12
Antrim	12	Cheshire	3
Argyll	1	Clackmannan	1
Armagh	12	Clare	11
Ayr	2	Cork	11
		Cornwall	8
Banff	1	Cumberland	3
Bedford	9		
Berks	7	Denbigh	4
Berwick	2	Derby	6
Brecknock	4	Devon	8
Bucks	7	Donegal	12
		Dorset	8
Caithness	1	Down	12
Cambridge	9	Dublin	11
Cardigan	4	Dumbarton	2
Carlisle	11	Dumfries	2
Carmarthen	4	Durham	5

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	District				District		
Edinburgh	2			Nairn	1		
Elgin	1			Norfolk	9		
Essex	9			Northampton	9		
				Northumberland	5		
Fermanagh	12			Nottingham	6		
Fife	1						
Flint	4			Oxford	7		
Forfar	1						
Galway	11			Peebles	2		
Glamorgan	4			Pembroke	4		
Gloucester	7			Perth	1		
Haddington	2			Queen's County	11		
Hants	8			Radnor	4		
Hereford	7			Renfrew	2		
Hertford	9			Roscommon	11		
Huntingdon	9			Ross and Cromarty	1		
				Roxburgh	2		
Inverness	1			Rutland	6		
Isle of Man	3						
Kent	10			Selkirk	2		
Kerry	11			Shropshire	7		
Kildare	11			Sligo	11		
Kilkenny	11			Somerset	8		
Kincardine	1			Stafford	7		
King's County	11			Stirling	1		
Kinross	1			Suffolk	9		
Kirkcudbright	2			Surrey	10		
				Sutherland	1		
Lanark	2			Sussex	10		
Lancashire	3						
Leicester	6			Tipperary	11		
Leitrim	11			Tyrone	12		
Limerick	11						
Lincoln	6						
Linlithgow	2						
London	10			Warwick	7		
Londonderry	12			Waterford	11		
Longford	11			Westmeath	11		
Louth	11			Westmorland	3		
				Wexford	11		
Mayo	11			Wicklow	11		
Meath	11			Wigtown	2		
Merioneth	4			Wiltshire	8		
Middlesex	10			Worcester	7		
Monaghan	12						
Monmouth	4						
Montgomery	4			Yorkshire	5		

NOTE.—Bristol and Glasgow are considered to fall wholly within the counties of Gloucester and Lanark respectively.

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APPENDIX III.

The following list contains the addresses of some Societies and Organisations whose Secretaries would doubtless be willing to give information to applicants concerning the trades, professions, etc., which they represent.

- ACCOUNTANTS, Institute of Chartered, Moorgate Place, E.C. 2.
ACCOUNTANTS AND AUDITORS, Society of Incorporated, 50 Gresham Street, E.C. 2.
ACTUARIES, Chartered Institute of, Staple Inn, Holborn Bars, W.C. 1.
AERONAUTICAL Society of Great Britain, 7, Albemarle Street, W.1.
AIRCRAFT Constructors, Society of British, 1, Albemarle Street, W.1.
AGRICULTURAL Organisation Society, Queen Anne's Chambers, Tothill Street, S.W. 1.
AGRICULTURAL Society of Scotland, The Highland and, Edinburgh.
AGRICULTURAL Organisation Society, Irish, Dublin.
APOTHECARIES, Society of, Water Lane, Blackfriars, E.C.
ARCHITECTS, Royal Institute of British, 9 Conduit Street, Regent Street, W. 1.
ARCHITECTS, Society of, 28 Bedford Square, W.C. 1.
ARCHITECTURAL Association, 34 Bedford Square, W.C. 1.
ARCHITECTS, Institute of Scottish, 128 George Street, Edinburgh.
ART MASTERS, National Society of, 45 Bedford Row, W.C. 1.
AUCTIONEERS' and Estate Agents' Institute, 34 Russell Square, W.C. 1.
BANKERS, Institute of, 34 Clement's Lane, E.C. 4.
BAR, General Council of the, Lincoln's Inn, W.C. 2.
BAR (Director of Legal Studies), Lincoln's Inn, W.C. 1; (Council of Legal Education) Lincoln's Inn, W.C. 1.
BREWING, Institute of, Brewers' Hall, Addle Street, E.C. 2.
BUILDERS, Institute of, Pen Comer House, Kingsway, W.C. 2.
CHEMICAL INDUSTRY, Society of, 46, Finsbury Square, E.C.2.
CHEMISTRY, Institute of, 30, Russell Square, W.C.1.
COMMERCE, Associated Chambers of, Parliament Mansions, Victoria Street, S.W. 1.
DENTAL Association, British, 19 Hanover Square, W. 1.
ENGINEERS, Institution of Automobile, 28 Victoria Street, S.W. 1.
ENGINEERS, Institution of Civil, Gt. George Street, S.W. 1.
ENGINEERS, Institution of Electrical, 1 Albemarle Street, W. 1.
ENGINEERS, Institution of Mechanical, Storey's Gate, S.W. 1.
ENGINEERS, Institution of Mining, 39 Victoria Street, S.W. 1.
ENGINEERS, Institution of Municipal and County, 92 Victoria Street S.W. 1.
ENGINEERS, Institution of Sanitary, 120 Victoria Street, S.W. 1.
ENGINEERS, Junior Institution of, 39 Victoria Street, S.W. 1.
INSURANCE Institute, The Chartered, 11 Queen Street, E.C.
IRON and Steel Institute, 28 Victoria Street, S.W. 1.
JOURNALISTS, Institute of, Tudor Street, E.C. 4.
LAW Society, 113 Chancery Lane, W.C. 2.

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- MEDICAL Association, British, 429 Strand, W.C. 2.
 Central Medical War Committee, 429 Strand, W.C. 2.
 Scottish Medical Service Emergency Committee, Royal College of Physicians, Edinburgh.
 Irish Medical War Committee, 16 South Frederic Street, Dublin.
 MEDICAL Education, General Council of, 44, Hallam Street, Portland Place, W.1
 MERCHANT SERVICE Guild, Imperial, The Arcade, Lord St., Liverpool.
 NAVAL ARCHITECTS, Institution of, 5, Adelphi Terrace, W.C. 2.
 OPTICAL Association, British, 10 Clifford's Inn, E.C. 4.
 OPTICAL Society, 39 Victoria Street, S.W. 1.
 PATENT AGENTS, Chartered Institute of, Staple Inn Bldgs., W.C. 1.
 PHARMACEUTICAL Society, 17 Bloomsbury Square, W.C. 1.
 PHOTOGRAPHIC, Royal, Society, 35 Russell Square, W.C. 1.
 SECRETARIES, Chartered Institute of, 59A London Wall, E.C. 2.
 SURVEYORS' Institution, 12 Gt. George Street, Westminster, S.W. 1.
 SURVEYORS', Quantity, Association, 28 Victoria Street, S.W. 1.
 UNIVERSITY Appointments Board, Oxford, Cambridge, London, Birmingham, Cardiff (University of Wales), Dublin, etc.
 VETERINARY Surgeons, Royal College of, 10 Red Lion Square, W.C. 1.

APPENDIX IV.

A LIST OF RESETTLEMENT HANDBOOKS.

Obtainable at

- | | |
|--|---|
| THE DISABLED OFFICERS' HANDBOOK. | Ministry of Pensions, Westminster House, Millbank, S.W. 1. |
| THE RESETTLEMENT OF OFFICERS
(1) ARMY AND R.A.F.
(2) NAVY.
(<i>Reconstruction Pamphlet No. 12.</i>) | Any bookstall (<i>see p. 65</i>). |
| LAND SETTLEMENT IN THE MOTHER COUNTRY (OFFICERS) | Board of Agriculture, 4 Whitehall Place, S.W. |
| OFFICIAL INFORMATION FOR INTENDING SETTLERS IN OTHER PARTS OF THE EMPIRE. | Oversea Settlement Office, 57-59 Victoria Street, S.W. 1. |
| KITCHENER SCHOLARSHIPS | Lord Kitchener National Memorial Fund, 34 Norfolk Street, Strand, W.C. 2. |
| A RECORD OF OPPORTUNITY .. | May be consulted at any Branch of the Appointments Department. |
| EXAMINATION PAPERS (4TH FEBRUARY, 1919) FOR CANDIDATES FOR THE FOREIGN OFFICE AND DIPLOMATIC SERVICE. | Stationery Office, Imperial House, Kingsway, W.C. 2. |

LIST OF PUBLICATIONS.

The following is a list of the publications already issued by the Ministry of Reconstruction and the Reconstruction Committees which preceded it.

ADULT EDUCATION : First Interim Report by Committee on. (Cd. 9,107, price 3d. Second Interim Report : Education in the Army. (Cd. 9,225, price 2d.)

ADVISORY BODIES APPOINTED BY THE MINISTER OF RECONSTRUCTION, STATEMENT AS TO. (Cd. 9,195, price 2d.)

AFFORESTATION. Final Report of the Forestry Committee. (Cd. 8,888I, price 1s.)

AGRICULTURE. Part I of the Report on the methods of effecting an increase in the home-grown food supplies. (Cd. 8,506, price 3d.)

Report of the Agricultural Policy Sub-Committee. Parts I and II (Cd. 9,079, price 1s. 3d.)

Ditto : Summary of Evidence. (Cd. 9,080, price 1s. 3d.)

BUILDING MATERIALS. Report of Committee to consider the position of the Building Industry after the War (Cd. 9,197, price, 3d.)

CIVIL WAR WORKERS COMMITTEE. First Interim Report. (Cd. 9,117, price 2d.)

Ditto : Second, Third, Fourth and Fifth Reports. (Cd. 9,192, price 3d.)

Ditto : Final Report. Substitute Labour. (Cd. 9,228, price 1d.)

COAL CONSERVATION COMMITTEE. Final Report. (Cd. 9,084, price 1s.)

COMMERCIAL AND INDUSTRIAL POLICY AFTER THE WAR. Final Report. (Cd. 9,035, price 9d.)

INTERIM REPORT ON CERTAIN ESSENTIAL INDUSTRIES. (Cd. 9,032, price 2d.)

INTERIM REPORT ON THE IMPORTATION OF GOODS FROM THE PRESENT ENEMY COUNTRIES AFTER THE WAR. (Cd. 9,033, price 1d.)

INTERIM REPORT ON THE TREATMENT OF EXPORTS FROM THE UNITED KINGDOM AND BRITISH OVERSEAS POSSESSIONS AND THE CONSERVATION OF THE RESOURCES OF THE EMPIRE DURING THE TRANSITIONAL PERIOD AFTER THE WAR. (Cd. 9,034, price 2d.)

DOMESTIC SERVICE PROBLEM. Report of Women's Advisory Committee. (Cmd. 67, price 3d.)

ELECTRIC POWER SUPPLY. Report of Committee of Chairmen of Advisory Council. (Cmd. 93, price 1d.)

EMPLOYERS AND EMPLOYED, RELATIONS BETWEEN. First and Second Reports on Joint Standing Industrial Councils. (Cd. 8,606 and 9,002, price 1d. each.)

Supplementary Report on Works Committees (Cd. 9,001, price 1d.)

Memorandum by the Minister of Reconstruction and the Minister of Labour on Industrial Councils and Trade Boards. (Cd. 9,085, price 1d.)

Conciliation and Arbitration: Report of Committee on Relations of Employers and Employed. (Cd. 9,099, price 1d.)

Final Report. (Cd. 9,153, price 1d.)

ENGINEERING TRADES NEW INDUSTRIES. Committee Report. (Cd. 9,226, price 6d.)

FINANCE. CURRENCY AND FOREIGN EXCHANGE: First Interim Report of Committee on. (Cd. 9,182, price 2d.)

Financial Facilities: Report of Committee on. (Cd. 9,227, price 2d.)

FINANCIAL RISKS ATTACHING TO THE HOLDING OF TRADING STOCKS. Report of Committee on. (Cd. 9,224, price 2d.)

HOUSING. Memorandum by the Advisory Panel on the Emergency Problem. (Cd. 9,087, price 3d.)

Women's Housing Sub-Committee. First Interim Report. (Cd. 9,166, price 1d.) Final Report (Cd. 9,232, price 3d.)

Financial Assistance. (Cd. 9,223, price 2d.) Final Report. (Cd. 9,238, price 3d.)

JUVENILE EMPLOYMENT DURING THE WAR AND AFTER. (Price 6d.)

LAND, ACQUISITION AND VALUATION OF, FOR PUBLIC PURPOSES.

First Report of Committee. (Cd. 8,998, price 6d.)

Second Report. (Cd. 9,229, price 4d.)

Third Report. (Cmd. 156, price 4d.)

LAND : Employment of Returned Soldiers and Sailors on the Report. (Price 1s.)

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